

GOLDPATS

RECORDS REQUIRED FROM BUSINESS CLIENTS FOR YEAR-END TAX/ACCOUNTING WORK GOLDPATS MAINTAINED LEDGER (Where applicable)

1. Debtors
2. Creditors
3. PAYGW records/wages book
4. Workcover certification
5. Superannuation Fund payment details
6. Stocktake
7. Work in Progress list
8. Contracts for purchase of equipment (HP/lease)
9. Contracts for purchase of land/properties/shares
10. Contracts for sale of land/properties/shares
11. Interest/dividend statements
12. Insurance Details –
 Insurance Company
 Policy No.
 Type of cover

NOTE: **If you have had any changes to your contact details please provide us with the changes to enable us to update our data base.**