



Simple Bookkeeping System Instructions

Please note this method is accepted by most Accountants we know but you should check with yours before adopting it

There are 4 sheets

1) Hotel Cash Book

You will need one sheet for each month or week depending on how busy you are. On this you write down, under the right heading, each item of spending based on either cash payment (top part) or payment from a private (personal) credit card or bank account.

There is no need to add anything up.

Once the sheet has been filled in for the week/month put all the papers – apart from

Bank and loan Statements

Gas, Electricity, Phone(s), Water and rates bills – BUT KEEP THESE SAFE into a large envelope and staple the sheet to it.

You do not need to record payments made from you business bank account – just keep your cheque books and statements to hand! Why write out stuff if it already printed on the statements anyway?

2) Hotel Income

Write in guest details and method of payment. Bar takings and other things like machine takings can be entered at the bottom.

Again there is no need to add anything up.... Just keep the sheet safe with the cash book page for the same period.

3) Year End Check List

Use this to make sure that all the stuff needed to do your accounts is to hand at the year end. Don't worry if your year end is not April to March, it still works!

4) Year End Check List Part 2

Once all the right boxes are ticked and other income details, with the right documents and certificates, your accounts will be ready for sorting out.

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