

Year End Check List	
Dates - From	To



52/12	Weekly/Monthly Expenses Sheets	Yes	No	
52/12	Weekly/Monthly Income Sheets	Yes	No	
Full year	Business Bank Statements	Yes	No	
Full year	Business Loan #1 Statements	Yes	No	N/A
Full year	Business Loan #2 Statements	Yes	No	N/A
Full year	Other loan details	Yes	No	N/A
Full year	Electricity Bills	Yes	No	
Full year	Gas Bills	Yes	No	
Full year	Telephone Bills	Yes	No	
Full year	Business Rates Bills	Yes	No	
Full year	Water Bills	Yes	No	

Other Income - include P45, P60, P11D, Share details, rents	
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	Name(s)	Details included?		
Pensions		Yes	No	N/A
Employment		Yes	No	N/A
Savings		Yes	No	N/A
Shares		Yes	No	N/A
Rents		Yes	No	N/A
Tax Credits		Yes	No	N/A
DLA		Yes	No	N/A
Incapacity		Yes	No	N/A
Other		Yes	No	N/A
Other		Yes	No	N/A

Other stuff that might be important -
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