

Bookkeeping documents for your first meeting

These documents help us understand your bookkeeping situation.

Gather only the documents you have that are relevant. This checklist collects information; it does not provide a legal or tax assessment.

Business overview

- ☐ Brief description of your activity and your questions
- ☐ Latest available annual accounts or current reports
- ☐ Existing chart of accounts and bookkeeping software used

Records and payments

- ☐ Sales invoices and outstanding customer balances
- ☐ Supplier invoices and outstanding payables
- ☐ Bank and card statements for the agreed period

Other records as needed

- ☐ Cash book and receipts if you use cash
- ☐ Existing VAT returns and correspondence, if available
- ☐ Payroll summaries and social insurance records if you have employees
- ☐ List of available fixed assets and business loans or lease agreements

Next steps

Tick the documents available. Note your questions and arrange a meeting with Verumo. We can identify missing documents together.