

Prepare to change fiduciary advisers

An organised inventory makes it easier to hand over your bookkeeping.

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

Scope and responsibilities

- ☐ List of tasks currently handled and the new support you want
- ☐ Contact details of the person previously responsible
- ☐ Existing engagement documents and known outstanding tasks

Accounting records

- ☐ Latest annual accounts and current interim balances
- ☐ Accounting data or available exports with chart of accounts
- ☐ Outstanding receivables and payables and bank reconciliations

Access and additional information

- ☐ List of systems used and the people responsible
- ☐ Overview of document archives and where they are kept
- ☐ Available VAT, payroll and tax records within the engagement scope
- ☐ List of questions to resolve; do not write passwords on this checklist

Next steps

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