


BOOKING IN FORM

Client: Fenix Training Trust
 Client code: 05B013
 Year end: 31-Dec-20
 Prepared by: WJT
 Date records received: 27/09/2021

Reviewed by: 

Account no	<u>Records received</u>		Details	Complete
23846458	Bank statements from	<u>22/11/2013</u>	to <u>25/06/2021</u> Community a/c	<input checked="" type="checkbox"/>
	Bank statements from	<u> </u>	to <u> </u>	<input type="checkbox"/>
	Bank statements from	<u> </u>	to <u> </u>	<input type="checkbox"/>
	Bank statements from	<u> </u>	to <u> </u>	<input type="checkbox"/>
	loan statements from	<u> </u>	to <u> </u>	<input type="checkbox"/>
	credit card statements	<u> </u>	to <u> </u>	<input type="checkbox"/>
Stock Valuation sheet	<input type="checkbox"/> VAT returns	<input type="checkbox"/> P60		<input type="checkbox"/>
Taking receipts	<input checked="" type="checkbox"/> Mileage/expense claims	<input type="checkbox"/> pension		<input type="checkbox"/>
Post Y/E records	<input type="checkbox"/> Cheque book stub book	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Purchase invoices	<input checked="" type="checkbox"/> Paying in slips	<input type="checkbox"/> Donations		<input type="checkbox"/>
Shareholder register	<input type="checkbox"/> Cashbook	<input checked="" type="checkbox"/> Dividends		<input type="checkbox"/>
Software used	Folder of notes	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Other Items

Tax Letter - filled out

Items missing

On Job Board?

☒

On Records Board?

☒

Records location?

PHB

☐

Lentells Jute bag