



Russell & Co.

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17 May 2012

Dear Paul,

As you are no doubt aware your financial year ends on 30 April 2012.

So that we can prepare your accounts, will you please let us have all your books and records as soon as possible, including (**and only where relevant**) the following information as at the close of business on that date?

- a) All bank statements for the period including those that cover the beginning and the end of the year. Please check carefully to make sure none of the statements are missing as this will hold up the accounts preparation. Please also supply the old cheque book stubs and paying in books that cover the complete year as well as those that include the beginning and end of year. We will return these as quickly as we can.
- b) Please supply a list of and debtors (money owed to you at the year end but not yet paid)
- c) If you are VAT registered show the amount both net and gross of VAT. If easier supply copies of the unpaid invoices.
- d) Please supply a list of creditors (money you owed suppliers at the year end but did not pay until afterwards) Once again, for VAT registered clients please let us know the amounts net and gross of VAT if supplying a list. Note: Most clients find it easier to just photocopy all unpaid invoices at the year end and send them to us!
- e) If your business holds stock then please provide us with a stock list and valuation of stock items at the original cost price. If this is too difficult a task then your best estimate of stock values will suffice.
- f) Details of work in progress, i.e. work partly completed at your year end but not invoiced until after that date. This can often be more easily calculated by looking at your invoicing out to customers shortly after the year end date. It is then quite easy to calculate what work values may have been completed but not invoiced at the year end date.





- g) Please include all your VAT records, including copies of returns and the calculations of both input and output tax for all quarters. If your VAT stagger does not coincide with your year end please remember to include details of returns that overlap the beginning as well as the end. Please also advise us and we will make arrangements with HM Customs & Excise to alter your returns so that they will be coterminous with your year end in future.
- h) Please send all your wages records including the HMRC remittance booklet if you operate PAYE.
- i) Please forward all documentation regarding payments to certified subcontractors.
- j) Please forward all purchase invoices for the year. It is helpful if you can separate those that are paid through your bank account from those paid by cash or private credit card etc. Please try and supply these in date order or month order if possible.
- k) Any expenditure on properties, vehicles, or capital equipment should be supported by invoices, bills, hire purchase/finance lease agreements and bank loan statements. It would assist us in the preparation of your accounts if you could indicate if monies spent on altering or acquiring assets is of a capital nature i.e. additional or improvement or to replace or repair an existing asset.
- l) If you maintain manual books or records please forward these to us. If you maintain spreadsheets or similar types of records then these should also be sent to us. (If you require any advice or assistance in maintaining records of this type please let us know when sending your records to us. We will always be more than happy to assist you in this regard)
- m) For clients that keep computerised records can you please supply all of the above plus a copy of your back up records from your software. Please advise us of the software you are using and the version number. Also, if you use a password and log in details we will need these to access the back up disc.

For many of you the above list may not apply in part or total. It is designed to request as much information as you may have. If it does not apply to you, then ignore those parts.

If you have any doubts, please do not hesitate to telephone us before sending in your books and we will inform you exactly what is needed for your business. If you would rather the records were collected please let us know and we can arrange courier collection.

Yours sincerely

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