



Records to Keep

- **Money In & Out (Computer Record or Manual Book)**
- **Petty Cash Account if applicable**
- **Bank Statements**
- **Cheque Book Counterfoils**
- **Paying in Book Counterfoils**
- **Receipts**
- **Invoices**
- **Finance Agreements**
- **Copy of Payroll if applicable**
- **Mileage Book & Diary to confirm appointments**
- **VAT records if applicable**
- **Start up Costs**
- **Assets Register**