

Information we require

In order for your audit to run smoothly, we would be grateful if you could arrange to have the following paperwork available on the day of the arrival of your Hilton-Baird Audit & Survey Business Analyst:

- Monthly sales daybooks (prior 12 months), including cash, invoices, credit notes and journals
- End of month (prior 12 months) and most recent aged debtors report
- End of month (prior 12 months) and most recent aged creditors report
- Bank statements (prior 12 months) for all accounts
- Cash books and bank reconciliation figures
- Bank paying in books
- Copy sales invoices and credit notes
- Copy purchase invoices
- PAYE payment records
- Last four VAT returns
- Remittance advices from customers
- Proofs of delivery, despatch book (if applicable) and customer orders
- Most recent management accounts, trial balance and last audited accounts
- Credit insurance policy documents and an up-to-date list of endorsements (if applicable)
- Copy Terms & Conditions of sale, as well as any customer or supplier contracts

If you have any queries regarding this audit, please do not hesitate to contact us on 023 8070 7394 or email audits@hiltonbaird.co.uk.