

30 June \_\_\_\_\_

## Business Information Guide

### Computer Records

- Software File
- Spreadsheet (email or print)
- Invoice Book(s)
- Cash Receipts
- Salaries/Wages Book(s)
- All Bank Statements
- Credit Card Statements
- Hire Purchase Statement(s) (New)
- Loan Documents (New)
- Lease Documents (New)
- Insurance Policies (New)
- Equipment/Assets Purchased
- Home Office Expenses – Council, Water, Telephone, Insurance, Rent.
- All Receipts

### Manual Records

- Invoice Book(s)
- Deposit Book
- Cheque Butts
- Cash Receipts
- Salaries/Wages Book(s)
- All Bank Statements
- Credit Card Statements
- Hire Purchase Documents (New)
- Loan Documents (New)
- Lease Documents (New)
- Insurance Policies (New)
- Equipment/Assets Purchased
- Home Office Expenses – Council, Water, Telephone, Rent.
- All Receipts