

## Accounting annual statement company

When you don't have an annual statement including information regarding the assets and liabilities of your company we can do\* it for you. We need to have it, so we can do the income tax return. As VAT is an important part of how much is the expense or revenue we need a complete administration of your company.

\*This is a work not covered by the pricelist stated on page 2, check us for a quote.

This is what we need:

1. Income and expense in a spreadsheet.
2. If you have a formal accounting system please provide a log in
3. Complete administration (invoices, receipts, overviews)
4. Assets/claims per December 31<sup>st</sup>
5. The debts/liabilities per December 31<sup>st</sup>
6. All bank statements of the business accounts
7. All business insurances
8. The copies of VAT declarations of the year
9. Description of potential issues:

Description

10. We like, if applicable, to receive the following appendixes:
  - mixed expenses list;
  - statement company car;
  - statement bike;
  - statement other means of transportation (oMoT).

### Attention!

**\* If you have a formal accounting system then we are doing the annual statement on the basis of the ledgers of this system. But we will not check the VAT on recorded transaction level, we will only check the VAT on balancesheet totals (Amount of VAT versus paid to the tax authorities), and send a letter of correction if nessary and possible.**

**If you want us to check the VAT on transaction level we will do entry bookkeeping in our accounting system on the basis of administration documents like receipts and invoices.**