# ANNUAL REPORT

# A SMITHI SMITH LTD 11 CRAWFORD ROAD HATFIELD AL10 OPE

#### VAT Report For the Period ended 31st MARCH 2016

Vat Registration No. 111 1234 22

Please retain enclosed original documents in a safe place for future reference.

Check the Purchase Day Book. We have referenced all entries. Check the mark up's we have used for your Direct Calculation. Check the Suppliers Transaction Report. Check the Sales Figures.

If you have any queries, please contact us by post fax or phone in order that we can make the necessary changes.

Please note we will make the necessary amendments as soon as you notify us, in this Vat Return or alternatively in the next Vat Return.

#### **INDEX**

- 1. Value Added Tax Return
- 2. Vat Working & Management Information
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- 4. Sales Takings Declared This Period
- 5. Purchase Day Book This Period
- 6. Nominal Expenditure Items Declared
- 7. Purchase Transactions This Period
- 8. Profit & Loss
- 9. Supplier Names & Telephone Numbers
- 10. Friendly Accountants Invoices

4

Vat Reg No : 133 0163 64

For the period

From: 01-Apr-15 to

31-Mar-16

CLIENTS NAME: SMITH LTD	Ī			- 111 - 111 - 111 - 111		
GMIII DID						Combined Fig
		01.04.15	01.07.15	01.10.15	01.01.16	of 01.04.15
		To	to	fo	to	TO
	вох	30.06.15	30.09.15	31.12.15	31.03.16	31.3.16
VAT due in this period on sales and other outputs	1	2,019.00	3,391.88	3,085.30	1,432.69	9,928.87
VAT due in this period on acquisitions from other						
EC Member States	2	0.00	0.00	0.00	0.00	0,00
Total VAT due ( the sum of boxes 1 and 2 )	3	2,019.00	3,391.88	3,085,30	1,432.69	9,928.87
VAT reclaimed in this period on purchases and other inputs						
(including acquisitions from the EC)	4	0.00	0.00	0.00	2,599.80	2,599,80
Net VAT to be paid to Customs or reclaimed by you						
( Difference between boxes 3 and 4 )	5	2,019.00	3,391.88	3,085.30	(1,167.11)	7,329.07
	·					
Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	20,190.02	33,918.77	30.852.96	14.326.92	99,288.67
Total value of purchases and all other inputs excluding	<del>                                     </del>	20,100.02	00,010.73	00,002.00	14,020.02	99,200.07
any VAT. Include your box 9 figure	7	0.00	0,00	0.00	13,624.00	13,624.00
-	-					
Total value of all supplies of goods and related services,						
excluding any VAT, to other EC Member States	8	0.00	0.00	0.00	0.00	0.00
Total value of all aquisitions of goods and related services,						
excluding any VAT, from other EC Member States	9	0.00	0.00	0.00	0.00	0.00

Total VAT RAID 4/765/80 Vahtiability 7,329,07/ Balance Vat TolFay 2,563,27

Vat Reg No: 133 0163 64

For the period

From:

01-Apr-15

to 30-Jun-15

**CLIENTS NAME:** 

SMITH LTD

VAT due in this period on <b>sales</b> and other outputs	1	2,019.00
VAT due in this period on <b>acquisitions</b> from other		
EC Member States	2	0.00
Total VAT due ( the sum of boxes 1 and 2 )	3	2,019.00
VAT reclaimed in this period on purchases and other inputs	<u> </u>	
( including acquisitions from the EC )	4	0.00
Net VAT to be paid to Customs or reclaimed by you		
( Difference between boxes 3 and 4 )	5	2,019.00
Total value of sales and all other outputs excluding		
any VAT. Include your box 8 figure	6	20,190.02
Total value of purchases and all other inputs excluding		
any VAT. Include your box 9 figure	7	0.00
Total value of all supplies of goods and related services,		•
excluding any VAT, to other EC Member States	8	0.00
Total value of all aquisitions of goods and related services,		
excluding any VAT, from other EC Member States	9	0.00

VAT Scheme: Point of Sale

i, i

Vat Reg No: 133 0163 64

For the period

From:

01-Jul-15

to

30-Sep-15

**CLIENTS NAME:** 

SMITH LTD

VAT due in this period on sales and other outputs	1	3,391.88
VAT due in this period on <b>acquisitions</b> from other		
EC Member States	2	0.00
Total VAT due ( the sum of boxes 1 and 2 )	3	3,391.88
VAT reclaimed in this period on <b>purchases</b> and other inputs		
( including acquisitions from the EC )	4	0.00
Net VAT to be paid to Customs or reclaimed by you		
( Difference between boxes 3 and 4 )	5	3,391.88
Total value of sales and all other outputs excluding		
any VAT. Include your box 8 figure	6	33,918.77
Total value of purchases and all other inputs excluding		
any VAT. Include your box 9 figure ., -	7	0.00
Total value of all supplies of goods and related services,		
excluding any VAT, to other EC Member States	8	0.00
Total value of all aquisitions of goods and related services,		
excluding any VAT, from other EC Member States	9	0.00

VAT Scheme: Flat Rate Schm

Vat Reg No : 133 0163 64

For the period

From:

01-Oct-15

to 31-Dec-15

**CLIENTS NAME:** 

SMITH LTD

Client Ref No.:

<u>6019</u>

VAT due in this period on sales and other outputs	1	3,085.30
VAT due in this period on acquisitions frem other		
EC Member States	2	0.00
Total VAT due ( the sum of boxes 1 and 2 )	3	3,085.30
VAT reclaimed in this period on purchases and other inputs		
( including acquisitions from the EC )	4	0.00
Net VAT to be paid to Customs or reclaimed by you		
( Difference between boxes 3 and 4 )	5	3,085.30
Total value of sales and all other outputs excluding	<u> </u>	
any VAT. Include your box 8 figure	6	30,852.96
Total value of purchases and all other inputs excluding		
any VAT. Include your box 9 figure	7	0.00
Total value of all supplies of goods and related services,		
excluding any VAT, to other EC Member States	8	0.00
Total value of all aquisitions of goods and related services,		
excluding any VAT, from other EC Member States	9	0.00

VAT Scheme: Point of Sale

Vat Reg No : 133 0163 64

For the period

From:

01-Jan-16

to

31-Mar-16

**CLIENTS NAME:** 

SMITH LTD

Client Ref No.:

6019

VAT due in this period on sales and other outputs	1	1,432.69
VAT due in this period on <b>acquisitions</b> from other		***
EC Member States	2	0.00
Total VAT due ( the sum of boxes 1 and 2 )	3	1,432.69
VAT reclaimed in this period on <b>purchases</b> and other inputs		
( including acquisitions from the EC )	4	2,599.80
Net VAT to be paid to Customs or reclaimed by you		
( Difference between boxes 3 and 4 )	5	(1,167.11)
Total value of sales and all other outputs excluding		
any VAT. Include your box 8 figure	6	14,326.92
Total value of purchases and all other inputs excluding		
any VAT. Include your box 9 figure	7	13,624.00
Total value of all <b>supplies</b> of goods and related services,		
excluding any VAT, to other EC Member States	8	0.00
Total value of all aquisitions of goods and related services,		
excluding any VAT, from other EC Member States	9	0.00

VAT Scheme: Flat Rate

# VAT WORKING & MANAGEMENT INFORMATION

CLIENT: SMITH LTD

**CLIENT No.: 6019** 

Q/ENDED: 30-Jun-15

	Net	VAT	Gross
OUTPUT	£	£	£
Gross Takings - Flat rate 10.00%	18,171.02	2,019.00	20,190.02
Retail Takings:	18,171.02	2,019.00	20,190.02
Commissions from non Retail Takings :	0.00	0.00	0.00
Total Takings :	18,171.02	2,019.00	20,190.02
INPUT Daybook : _	200.00	0.00	200.00

Amount payable to HM Customs & Excise:

£ 2,019.00

CLIENT: SMITH LTD

**CLIENT No.: 6019** 

Q/ENDED: 30-Sep-15

	Net	VAT ·	Gross
OUTPUT	£	£	£
Gross Takings - Flat rate 10.00%	30,526.89	3,391.88	33,918.77
Retail Takings	30,526.89	3,391.88	33,918.77
Commissions from non Retail Takings :	0.00	0.00	0.00
Total Takings :	30,526.89	3,391.88	33,918.77
INPUT Daybook	436.00	0.00	436.00
Amount payable to HM Customs & Excise :	£	3,391.88	

CLIENT: SMITH LTD

**CLIENT No.: 6019** 

Q/ENDED: 31-Dec-15

[	Net	VAT	Gross
OUTPUT	£	£	£
Gross Takings - Flat rate 10.00%	27,767.66	3,085.30	30,852.96
Retail Takings :	27,767.66	3,085.30	30,852.96
Commissions from non Retail Takings :	0.00	0.00	0.00
Total Takings:	27,767.66	3,085.30	30,852.96
INPUT Daybook:	200.00	0.00	200.00

Amount payable to HM Customs & Excise:

£ 3,085.30

CLIENT: SMITH LTD

**CLIENT No.: 6019** 

Q/ENDED: 31-Mar-16

	Net	VAT	Gross
<u>OUTPUT</u>	£	£	£
Gross Takings - Flat rate 10.00%	12,894,23	1,432.69	14,326.92
Retail Takings :	12,894.23	1,432.69	14,326.92
Commissions from non Retail Taking 3:	0.00	0.00	0.00
Total Takings :	12,894.23	1,432.69	14,326.92
INPUT Daybook:	13,624.00	2,599.80	16,223.80

Amount payable to HM Customs & Excise:

£ 1,167.11

# SUMMARY OF DOCUMENTS RECEIVED



Records Recei	yeu:	rerioa:	<i>Q/Ε :-</i>	Apr - May - J	un 15
Client No:	6019	Client Name:		SMITH L	רים
Sales: Takin	gs: Com	nmission Earned			
Daily Takings/S	Sales using our standar	d forms	Daily Takings/Sal	es using client for	rmat
period	****		period	Q/E:- Jun '15	Item ref no: 02 & 03
Daily Schedule	of Non Stock Income	using	Daily Schedule of	Non Stock Incon	ne using
our standard for	ms: Period		client format: Peri	od	Item ref no:
Purchases					<del></del>
Purchase / Expe	nses Invoices: Period	:	Q/E:- Jun '15	Number:	01
Approximate nu	mber of total purchase	es / nominal expense inv	oice received	Approx Number	
Petty Cash Bool	k: Period:			Item ref:	
Petty Cash payn	nents: Period:	****	<del></del>	Item ref no	
List of Creditor	s at end of period:		YES		ИО 🚺
Other Inform	ation received this	vat period			
Management of the second secon	***************************************				
					,
Prepared by:	SHEETAL	Date:	30-Jul-15	T	otal Items 03
Despatched by:		Date:		T	otal Items

This is very important. It is important to claim and declare all Nominal Expenses and it is important we do not miss any one month out, for if all your Expenses are claimed, you will reduce your Income Tax & NIC liability. You have given us invoices for the months stated in this vat Period

	J	F	М	A	M	J	JY	A	S	О	N	D
Motor Repairs & Fuel					<del> </del>				***************************************			
Packaging												
Printing, Stationery & Postage												
Advertising												
Business Rate		,1,										
Water Rates & Services										<b></b>		
Insurance : General Not Life												
Electricity												
Gas						-						
Repairs, Renewals, Maintenance												
Royalty												
Telephone & Mobile												
Rent												
Capital & Improvement								-				
Legal & Professional Fees												
Accountancy						✓					,	
Donation												
Equipment Hire	,											
Hire Purchase Charges												
Laundry & Cleaning												
Subscriptions & Membership												
Services charges												
Canteen						-						
Recruitment, Training												
Petty Cash Expenses		,										
Other Misc. Expenses												
					L					<u>l</u>	1	- 1

Bank	Received	Ite. ⊁∵	m Nos	2
Cash Book: Period:	N.A.	YES	NO [	<b>✓</b>
Bank Details	a/c 1	a/c 2	a/c 3	a/c 4
Name	LLOYDS TSB	HSBC		
A/c No	31618068			
Type of A/c	Bank A/c	Business A/c		
Bank Statements	02	03		,
Nos	01 Online Sheet	01 Online Sheet	:	
Dates	01/04/15 to 29/06/15	06/05/15 to 30/06/15		
Cheque Stubbs				
Nos				
Dates				
<u> </u>			,	
Paying in Books:	N.A.	Dates :		
Standing Orders	& Direct Debits			
These are your star received This Vat	nding orders & direct	debits made from	the bank statemen	ts we have
Name		Reason	Amount	Date
LLOYDS - 31618	8068			
EE & T MOBILE			44.51	29-Jun-15
CLOSE AUTO N	ET		340.77	15-Jun-15
.====	,	•		
(burnessmanus voide per per 1		,	***************************************	自然 化苯基甲基甲甲基甲甲基甲甲基甲基甲甲基甲甲基甲甲基甲甲甲甲甲甲甲甲甲甲甲甲甲甲
			***************************************	***************************************
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			***************************************	· · · · · · · · · · · · · · · · · · ·
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	*******************************	***************************************		에 너 그 그 때 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한

The Drawing you have given us This Vat Period

MONTH	J	F	M	A	M	J	JY	A	S	0	N	D

It is very important you declare all your drawings as it justifies your living standards. Generally living standards are considered to be all your personal & family expenses such as mortgage, electricity, gas, water rates, income tax & nic, all insurance policies, private motor expenses, TV licence, satellite, school fees, holidays, all credit card payments, all items bought for household such as furniture, computers, electrical appliances, pocket money.... plus a further £ 3000 for food and clothing for a familty of 4.

# Remember, you do not pay Tax on Drawings .....you pay Tax on Profits

Wages/PAYE records for the year

N.A.

Please advise us of wages you have paid out for full time staff; family members; and casual labour. Please send us records of wages paid to your employees. If you are operating PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE

						-				•		
	J	F	M.	Á	M	J	JY	A	s	0	N	D
Full Time Staff/Regular Staff												
Family Members												
Casual Labour												
Please state any other PAYE income of the Partners												

#### Personal Consumption

N.A.

You have stated your own personal consumption of stock at selling prices from your business in value terms for this period.

MONTH	J	F	M	A	M	J	JY	À	s	0	N	D
		T-7								ì		

#### Taxation

N.A.

You have provided us the following taxation documents this period

Documents	Yes No of /No Docume	
HMRC		/
Dividend		/
Interest received		
Employment		
Rent .		
Other Income		
Pension		
Interest paid certificates, etc.		
Miscellaneous		



Records Recei	vea:	rerioa:	Q/E :-	Jul - Aug - S	ep 15
Client No:	6019	Client Name :		SMITH L	ľD
					•
Sales: Takin	igs: Co	ommission Earned			
Daily Takings/S	Sales using our stand	ard forms	Daily Takings/Sal	es using client for	rmat
period			period [ REMITTANCE AD	<i>Q/E:- Sep '15</i> VICE + INVOICES	Item ref no: 01 (A+B)
Daily Schedule	of Non Stock Incom	e using	Daily Schedule of	Non Stock Incon	ne using
our standard for	rms: Period		client format: Peri	od	_Item ref no:
Purchases					
Purchase / Expe	enses Invoices: Perio	od:	Q/E:- Sep '15	Number:	02
Approximate nu	umber of total purcha	ases / nominal expense in	voice received	Approx Number	
Petty Cash Boo	k: Period	•	·	Item ref:	
Petty Cash payr	nents: Period:	PT-P-P-P-P-P-P-P-P-P-P-P-P-P-P-P-P-P-P-	er entre en	Item ref no	
List of Creditor	rs at end of period:		YES [		ИО ✓
Other Inform	nation received th	is vat period .			
EMMA: 1-1,11					
<u> </u>		- Indiana.	000 00 00 00 00 00 00 00 00 00 00 00 00		
		NETHONY II.			
, <del></del>					
Prepared by:	SHEETAL	Date:	06-Nov-15	T	otal Items 02
Despatched by:	1	Dates		т	otal Items

This is very important. It is important to claim and declare all Nominal Expenses and it is important we do not miss any one month out, for if all your Expenses are claimed, you will reduce your Income Tax & NIC liability. You have given us invoices for the months stated in this vat Period

	J	F	M	A	M	J	JY	A	s	0	N	D
Motor Repairs & Fuel												
Packaging									1			
Printing, Stationery & Postage												
Advertising												
Business Rate												
Water Rates & Services												
Insurance : General Not Life												
Electricity												
Gas			•									
Repairs, Renewals, Maintenance												•
Royalty												
Telephone & Mobile	,							•		ı		
Rent											`.	
Capital & Improvement												
Legal & Professional Fees												
Accountancy												
Donation												
Equipment Hire		-										<del></del>
Hire Purchase Charges						-			***************************************	*		
Laundry & Cleaning												
Subscriptions & Membership												
Services charges												
Canteen					·							
Recruitment, Training			<u> </u>									
Petty Cash Expenses	,,,,,											
Other Misc. Expenses										_		

	Not Received		tem Nos		0	
Cash Book: Period:	N.A.	YES _		ио 🗸		
Bank Details	a/c 1	a/c 2		a/c 3	a/c	4
Name	<u> </u>					
A/c No						<del></del> ,.
Type of A/c						
Bank Statements Nos		•				
Dates	The state of the s					
Cheque Stubbs		<u> </u>				
Nos						
Dates						<del></del>
L_Paying in Books:	N.A.	Dates:	I			
Paying in Books:  Standing Orders & These are your stand received This Vat P	2 Direct Debits ding orders & direc	Dates:t debits made from			we have	
Standing Orders & These are your stand	2 Direct Debits ding orders & direc	-		tatements	we have	te
Standing Orders & These are your stand received This Vat P	2 Direct Debits ding orders & direc	t debits made from	n the bank s	tatements		e
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		te
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		e
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		e
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		ė
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		te
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		te
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		te
Standing Orders & These are your stand received This Vat P	& Direct Debits ding orders & directeriod	t debits made from	n the bank s	tatements		te

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The Drawing you have given us This Vat Period

MONTH	J	F	M	A	M	J	JY	A	S	O	N	D
	İ											

It is very important you declare all your drawings as it justifies your living standards. Generally living standards are considered to be all your personal & family expenses such as mortgage, electricity, gas, water rates, income tax & nic, all insurance policies, private motor expenses, TV licence, satellite, school fees, holidays, all credit card payments, all items bought for household such as furniture, computers, electrical appliances, pocket money.... plus a further £ 3000 for food and clothing for a familty of 4.

Remember, yo	u do not pay	Tax on Drawings	you pay Tax	c on Profits

Wages/PAYE records for the year

N.A.

Please advise us of wages you have paid out for full time staff; family members; and casual labour. Please send us records of wages paid to your employees. If you are operating PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE

	J	F	M	A	M	J	JY	A	S	О	N	D
Full Time Staff/Regular Staff		- ,										
Family Members												
Casual Labour								***************************************				
Please state any other PAYE income of the Partners												

#### Personal Consumption

N.A.

You have stated your own personal consumption of stock at selling prices from your business in value terms for this period.

MONTH	J	F	M	A	M	J	JY	A	S	0	N	D

#### Taxation

N.A.

You have provided us the following taxation documents this period

Documents	Yes / No	No of Documents
HMRC		
Dividend		<del></del>
Interest received		
Employment		
Rent		/
Other Income	/	/
Pension		
Interest paid certificates, etc.		1
Miscellaneous		



Records Received:	Period :		Q/E :- Oct - Nov - D	ec '15
Client No: 60	19 Client	Name:	SMITH L	TD
Sales: Takings:	Commission Earne	d		
Daily Takings/Sales using	our standard forms	Daily Takin	gs/Sales using client fo	rmat
period		period [ REMITTAN	Q/E:- Dec '15 ICE ADVICE + INVOICES	
Daily Schedule of Non Sto	ock Income using	Daily Sched	lule of Non Stock Incor	ne using
our standard forms: Perio	d	client forma	t: Period	Item ref no:
Purchases				
Purchase / Expenses Invoi	ces: Period;	Q/E:- Dec '.	Number:	02
Approximate number of to	tal purchases / nominal exp	ense invoice received	Approx Number	
Petty Cash Book:	Period:		Item ref:	
Petty Cash payments:	Period:		Item ref no	÷
List of Creditors at end of	period:	. YES		ио 🚺
Other Information rec	eived this vat period			
	-			`
			W	
		•		
	***			
			-2	
	•			
Prepared by: SHEE	TAL Date:	03-Feb-16	Т	otal Items 02
Despatched by:	Date		т	otal Items

This is very important. It is important to claim and declare all Nominal Expenses and it is important we do not miss any one month out, for if all your Expenses are claimed, you will reduce your Income Tax & NIC liability. You have given us invoices for the months stated in this vat Period

	J	F	M	A	M	J	JY	A	S	О	N	D
Motor Repairs & Fuel												
Packaging											`	1 -
Printing, Stationery & Postage								•				
Advertising							-					
Business Rate												
Water Rates & Services				····								
Insurance : General Not Life					·							<del> </del>
Electricity												
Gas						-						
Repairs, Renewals, Maintenance												
Royalty												
Telephone & Mobile												
Rent			,									
Capital & Improvement											f <del></del>	
Legal & Professional Fees						***************************************						
Accountancy												1
Donation												
Equipment Hire						······································						
Hire Purchase Charges				<del></del>								
Laundry & Cleaning											·	
Subscriptions & Membership												
Services charges												
Canteen												
Recruitment, Training												
Petty Cash Expenses												
Other Misc. Expenses												
				- 1								

Cash Book: Period:	N.A.	YES		NO 🗸	
Bank Details	a/c 1	a/c 2		a/c 3	a/c
Name					
A/c No					
Type of A/c					
Bank Statements					
Nos					
Dates					
L					
Cheque Stubbs		•			
Nos					
Dates					
		Dates :			
Standing Orders & These are your stan	& Direct Debits ding orders & direct				• •
Paying in Books:  Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct			statements <sup>.</sup>	• •
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank	statements <sup>.</sup>	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements o	we have
Standing Orders & These are your stan received This Vat F	& Direct Debits ding orders & direct	debits made fron	n the bank Amo	statements	we have

The Drawing you have given us This Vat Period

MONTH	J	F	M	A	M	J	JY	A	S	0	N	D

It is very important you declare all your drawings as it justifies your living standards. Generally living standards are considered to be all your personal & family expenses such as mortgage, electricity, gas, water rates, income tax & nic, all insurance policies, private motor expenses, TV licence, satellite, school fees, holidays, all credit card payments, all items bought for household such as furniture, computers, electrical appliances, pocket money.... plus a further £ 3000 for food and clothing for a familty of 4.

### Remember, you do not pay Tax on Drawings .....you pay Tax on Profits

Wages/PAYE records for the year

N.A.

Please advise us of wages you have paid out for full time staff; family members; and casual labour. Please send us records of wages paid to your employees. If you are operating PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE

	I.	IF.	M	Å	M	Ţ	JY	A	S	N	n
Full Time Staff/Regular Staff			114			J	01			11	,U
Family Members						<del></del>					
Casual Labour											
Please state any other PAYE income of the Partners											

#### Personal Consumption

N.A.

You have stated your own personal consumption of stock at selling prices from your business in value terms for this period.

MONTH	J	F	M	A	M	J	JY	A	S	0	N	D

#### Taxation

N.A.

You have provided us the following taxation documents this period

Documents	Yes /No	No of Documents
HMRC	·	/
Dividend		
Interest received		/
Employment .		
Rent		/
Other Income		
Pension		
Interest paid certificates, etc.		
Miscellaneous	//	



Records Recei	veu:	reriod:	Q/E :- Jan - Feb - Mar '16									
Client No:	6019	Client Name:		SMITH L	TD							
Sales: Takin	ngs: Comr	mission Earned										
Daily Takings/S	Sales using our standard	forms	Daily Takings/S	ales using client fo	rmat							
period			period	Q/E:- Mar '16 REMITTANCE								
Daily Schedule	of Non Stock Income u	sing	Daily Schedule	of Non Stock Incor	ne using							
our standard for	ms: Period		client format: Pe	eriod	Item ref no:							
Purchases												
Purchase / Expe	enses Invoices: Period:		Q/E:- Mar '16	Number:	02							
Approximate nu	mber of total purchases	: / nominal expense inv	voice received	Approx Number								
Petty Cash Bool	k: Period:	<u> </u>		Item ref:								
Petty Cash payn	nents: Period:			Item ref no	***************************************							
List of Creditor	s at end of period:	·	YES [		ио 🗸							
Other Inform	ation received this v	at period										
		·										
		٧ <sub>٠</sub>										
Prepared by:	Bhumika	Date:	18-Apr-16	T	otal Items 02							
Despatched by:		Date:		T	otal Iteras							

This is very important. It is important to claim and declare all Nominal Expenses and it is important we do not miss any one month out, for if all your Expenses are claimed, you will reduce your Income Tax & NIC liability. You have given us invoices for the months stated in this vat Period

	J	F	M	A	M	J	JY	A	s	О	N	D
Motor Repairs & Fuel												$\Box$
Packaging							<u> </u>					
Printing, Stationery & Postage												
Advertising												
Business Rate								-				
Water Rates & Services												
Insurance : General Not Life											. `	
Electricity												
Gas												
Repairs, Renewals, Maintenance												
Royalty												
Telephone & Mobile												
Rent												
Capital & Improvement								1				
Legal & Professional Fees											•	
Accountancy			1									
Donation												
Equipment Hire												
Hire Purchase Charges									~~~			<u>·</u>
Laundry & Cleaning												
Subscriptions & Membership												
Services charges				·								
Canteen												
Recruitment, Training				$\neg$		_						
Petty Cash Expenses						$\dashv$						
Other Misc. Expenses			-			$\neg \uparrow$						

Bank	Not Received	<sup>92</sup>	Item Nos	(	)	
Cash Book: Period:	N.A.	YES		NO 🗸		
Bank Details	a/c 1	a/c 2		a/c 3	a/c	4
Name						
A/c No						~
Type of A/c		•				
			<u> </u>	· · · · · · · · · · · · · · · · · · ·		
Bank Statements Nos						
Dates						
2400						
1						
Cheque Stubbs						
Nos						
Dates						
ļ						`
Paying in Books:	N.A.	Dates :				
Standing Orders These are your stareceived This Vat	nding orders & direct	debits made from	n the bank s	statements w	e have	
Name		Reason	Amo	unt	Dat	e
***************		******	**********		***********	
		************	*********		~~~~~~~	
***************************************			**********		~ # * # # # # # # # # # # # # # # # # #	**********
		,	*********	5 4 H # 11 11 11 11 11	**********	***************************************
****************		************	*********			**********
480308849789448568444	***************************************	*******	*****			********
#4 F44 F 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	*******	***********	*********	******	*********	***********
4414	*		********		************	
	****************	********	*******	*****	******	

.

•

3

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The Drawing you have given us This Vat Period

MONTH	J	F	M	A	M	J	JY	À	S	0	N	D

It is very important you declare all your drawings as it justifies your living standards. Generally living standards are considered to be all your personal & family expenses such as mortgage, electricity, gas, water rates, income tax & nic, all insurance policies, private motor expenses, TV licence, satellite, school fees, holidays, all credit card payments, all items bought for household such as furniture, computers, electrical appliances, pocket money.... plus a further £ 3000 for food and clothing for a familty of 4.

Remember, you do not pay Tax on Drawings .....you pay Tax on Profits

Wages/PAYE records for the year

N.A.

Please advise us of wages you have paid out for full time staff; family members; and casual labour. Please send us records of wages paid to your employees. If you are operating PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE

		,	,	<del></del>	,							
	J	F	M	A	M	J	JY	A	S	0	N	D
Full Time Staff/Regular Staff												
Family Members												
Casual Labour												
Please state any other PAYE income of the Partners												

**Personal Consumption** 

N.A.

You have stated your own personal consumption of stock at selling prices from your business in value terms for this period.

MONTH	J	F	M	A	M	J	JY	Å	S	0	N	D

**Taxation** 

N.A.

You have provided us the following taxation documents this period

Documents	Yes	No of
Documents	/No	Documents
HMRC		
Dividend		
Interest received		
Employment		
Rent		
Other Income	. /	/
Pension		
Interest paid certificates, etc.		
Miscellaneous	/	

# SALES – TAKINGS DECLARED

•				
	TAKINGS AS CO	NFIRMED: £ 99,2	88.67 SEE ATT	ACHED
		•		
,				

CLIENT:	SMITH LTD		CLIENT NO:	6019
Q/ENDED:	31-Mar-16			
Takinan alum	mariand from aliant a	heet supplied by the client.		
rakings sum	mansed from chemis	neet supplied by the citem.		
S	ALES/IA			
DATE	AMOUNT			<u> </u>
30/06/2015	20,190.02			
30/09/2015				
31/12/2015	30,852.96			
31/03/2016	14,326.92			
TOTAL	99,288.67			<u> </u>

CLIENT:	SMITH LTD	CL	IENT NO:	6019	
Q/ENDED:	30-Jun-15				
				<u>                                     </u>	
rakings sum	marised from Lloyds Bank Business A	/c No-316180	068 supplie	d by the client.	
				00000	
DATE	PARTICULARS	NET	VAT	GROSS	
17-Apr-15	GEOPOST UK LTD NOT KNOWN	4,021.84	_	4,021.84	
	TOTAL	4,021.84	•	4,021.84	<del></del>
Fakings sum	marised from HSBC Bank Business A	/c supplied b	v the client		
akings sum	Interiora il oni i i opo para a para		/		
DATE	PARTICULARS	NET	VAT	GROSS	
15-May-15	GEOPOST UK LTD	3,280.90	•	3,280.90	
04-Jun-15	R SHREE LTD 04/05-17/05-AP-201	1,860.00	-	1,860.00	
12-Jun-15	GEOPOST UK LTD	4,353.28	-	4,353.28	
21-Jun-15	R SHREE LTD 18/05-31/05-AP-202	2,346.00	-	2,346.00	
21-Jun-15	R SHREE LTD 18/05-31/05-AP-202	428.00	-	428.00	
30-Jun-15	R SHREE LTD 18/05-31/05-AP-202	3,900.00		3,900.00	
	TOTAL	16,168.18		16,168.18	<del></del>
	IUIAL	10,100.10		1 .0,100.10	
	G. TOTAL	20,190.02	-	20,190.02	

CLIENT:	SMITH LTD					CLIENT NO:	6019
Q/ENDED:	30-Sep-15						
Takings sum	marised from Invo	ices supplied l	y the client.				
<u>SA</u>	LES 1A						
DATE	TOTAL	TOTAL	PAYABLE TO	INVOICE			
	INCOME	COST	FRANCHISEE	NUMBER			
05 14145	F 000 00	10.70					
05-Jul-15	5,060.88	13.76	5,047.12	FD0201020			
02-Aug-15	5,505.00	13.76	5,491.24	FD0204132			
30-Aug-15	5,065.56	13.76	5,051.80	FD0207878			,
27-Sep-15	5,198.76	13.76	5,185.00	FD0210938	-		
TOTAL	20,830.20	55.04	20,775.16				
G Total:	£ 20,775.16						
<u>SA</u>	LES 1B						
DATE	DADTION ADD	1007410	11-0-1	174			
DAIC	PARTICULARS	INV NO	NET	VAT	GROSS		
10-Jul-15	Rshree Ltd		0.700.04	711.00			
	····	FS-JUNE15-02	3,708.01	741.60	4,449.61		
27-Sep-15	Rshree Ltd	INVOIE-001	7,245.00	1,449.00	8,694.00		
					-		
	TOTA	\L	10,953.01	2,190.60	13,143.61		
G.TOTAL	33,918.77	A+B					

CLIENT:	SMITH LTD	1	1	CLIENT NO:	6019
Q/ENDED:	31-Dec-15			OLIMITI IIO .	0010
WINDED.	01-000-10				
Takings sum	marised from Invoi	l ices supplied l	ny the client		<u> </u>
raidings sain	linansca nom myo		l significant		
SA	LES 1A			•	
DATE	TOTAL	TOTAL	PAYABLE TO	INVOICE	
	INCOME	COST	FRANCHISEE	NUMBER	
25-Oct-15	5,410.44	17.36	5,393.08	FD0214532	
22-Nov-15	5,397.72	13.76	5,383.96	FD0217234	
20-Dec-15	7,134.48	17.36	7,117.12	FD0221305	
TOTAL	17,942.64	48.48	17,894.16		
G Total:	£ 17,894.16				
<u>S</u> A	LES 1B				
DATE	PARTICULARS	INV NO	NET	VAT	GROSS
30-Sep-15	Rshree Ltd	INVOICE-002	5,356.00	1,071.20	6,427.20
13-Dec-15	Attentive Fire	INVOICE-003	5,443.00	1,088.60	6,531.60
	ATOT	<u> </u>	10,799.00	2,159.80	12,958.80
G.TOTAL	30,852.96	A+B			

CLIENT:	SMITH LTD			CLIENT NO :	6019
Q/ENDED:	31-Mar-16				
Takings sum	marised from Invoices	s supplied by	the client.		
<u> </u>	ALESITA				
DATE	TOTAL	TOTAL	PAYABLE TO	INVOICE	
	INCOME	COST	FRANCHISEE	NUMBER	
17-Jan-16	4,553.40	13.76	4,539.64	FD0227274	
14-Feb-16	4,442.52	13.76	4,428.76	FD0229627	
13-Mar-16	5,386.68	28.16	5,358.52	FD0235151	
TOTAL	14,382.60	55.68	14,326.92		
G Total :	£ 14,326.92	. pş			

**CLIENT No.: 6019** 

Q/ENDED: 30-Jun-15

Takings Given by Client

20,190.02

Non Retail Items Included In Tak	dings	items Not Included In Takin	gs
Particulars	Amount	Particulars	Amount
-	-	-	-
	-	-	<del>"</del>
-		-	-
-	-	-	-
-	•	м	-
	<b></b>	-	-
-	-	•	-
-	-	-	-
-	- <i>'</i>	•	-
•		•	_
Total	0.00	Total	0.00
Net Takings Confirmed by Client	20,190.02		•
Personal Consumption	0.00		
	20,190.02		
		0.00	

	Actual	Expected			
Particulars	100%	16%	18%	20%	
Net sales excl VAT	18(17.1)02	0.00	0.00	0.00	
Net Purchase Excluding VAT	0 (1)	0	0	0	

Q/ENDED: 30-Sep-15

Takings Given by Client

33,918.77

**CLIENT No.: 6019** 

Non Retail Items Included In Ta	akings	items Not Included In Takings			
Particulars	Amount	Particulars	Amount		
-	•	u .	<del></del>		
-	-	-	-		
<u>.</u>	-	-	-		
_	-	<b>.</b>	<u>-</u>		
-	-	м	-		
-	-		-		
-	•	-	-		
-	•	-	-		
<b>.</b>	•	•	-		
-	•	-			
Total	0.00	Total	0.00		
Net Takings Confirmed by Client	33,918.77				
Personal Consumption	0.00				
	33,918.77				
		0.00	, :		

	Actual		Expected			
Particulars	100%	16%	18%	20%		
Net sales excl VAT	30)526(89)	0.00	0.00	0.00		
Net Purchase Excluding VAT		0	0	0		

**CLIENT No.: 6019** 

Q/ENDED: 31-Dec-15

Takings Given by Client

30,852.96

Non Retail Items Included In Tal	kings	Items Not Included In Takings			
Particulars	Amount	Particulars	Amount		
-	••	-	···		
-	-	-	-		
-	-	•	<b></b>		
-	-	*	-		
-	-	•	-		
-	-	-	-		
<u>.</u>	-	-	-		
-	<u></u>		*		
	-	*	-		
-	_	*	-		
Total	0.00	Total	0.00		
Net Takings Confirmed by Client	30,852.96				
Personal Consumption	0.00				
	30,852.96				
		0.00			

	Actual		Expected `			
Particulars	100%	16%	18%	20%		
Net sales excl VAT	27,767,66	0.00	0.00	0.00		
Net Purchase Excluding VAT	O CO	0	0	0		

**CLIENT No.: 6019** 

Q/ENDED: 31-Mar-16

Takings Given by Client

14,326.92

Non Retail Items Included In Tak	ings	ltems Not Included In Taki	ngs
Particulars	Amount	Particulars	Amount
	-	•	-
-	-	-	-
-	-	-	•
-	••	-	••
-	-	**	-
-	-	-	-
-	-	•	<b>#</b>
•	-	M	•
-	- ]	*	-
<b>-</b>		•	
Total	0.00	Total	0.00
Net Takings Confirmed by Client	14,326.92		
Personal Consumption	00.0		
	14,326.92		
		0.00	

	Actual		Expected		
Particulars	100%	16%	18%	20%	
Net sales excl VAT	12,894.23	0.00	0.00	0.00	
Net Purchase Excluding VAT	0	o	0	0	

### PURCHASE DAY BOOK THIS PERIOD

Date: 04/10/2016

6019 SMITH LTD

Page:

1

#### 1 Purchase Ledger Daybook (Invs & C/Notes)

Date From: Date To:

01/04/2015 31/03/2016

Supplier From: Supplier To:

ZZZZZZZ

Transaction From:

Time: 19:26:53

Transaction To:

1 99999999

99999999

0 999

N/C From: N/C To:

Dept From: Dept To:

Tr	an No. Tp	Inv Ref	<u>Date</u>	A/C Ref a	nd A/C Name	<u>N/C</u>	Net Amount	Tax Arnount	Gross Amount
16	PI	100	30/06/2015	DOS001	DOSHI & CO	7601	200.00	0.00	200.00
18	PI	001	30/09/2015	DOS001	DOSHI & CO	7601	436.00	0.00	436.00
20	PI	001	31/12/2015	DOS001	DOSHI & CO	7601	200.00	0.00	200.00
21	PI	001	31/03/2016	DOS001	DOSHI & CO	7601	400.00	0.00	400.00
23	PĬ	002-26/8	01/01/2016	LO0001	LOOKERS MOTOR GROUP LTD	0050	13,224.00	2,599.80	15,823.80
					I	<u>otals</u>	14,460.00	2,599,80	17,059.80

### NOMINAL EXPENDITURE ITEMS DECLARED

THE ITEMS LISTED BELOW ARE YOUR NOMINAL EXPENDITURE AS DECLARED BY YOU IN THIS QUARTER. WE REQUEST THAT YOU CHECK AND INFORM US OF ANY ERRORS OR ADJUSTMENTS.

PLEASE REMEMBER TO DECLARE ALL YOUR EXPENDITURE ITEMS AS IT WILL REDUCE YOUR INCOME TAX & VAT.

Date: 04/10/2016 <u>6019 SMITH LTD</u> Page:

Time: 19:28:42 Nominal Activity (with A/C Ref.) - Without opening balances.

Nominal Code From 0010 Transaction Number From 1 Date From 01042015

Nominal Code To 0050 Transaction Number To 99999999 Date To 31032016

 N/C:
 0050
 Name:
 Motor Vehicles

 No
 Tp
 Date
 A/C
 Refn
 Details
 Yalue
 Debit

23 PI 01/01/2016 LOO001 002-26/8 13,224.00

13,224.00

Credit

Date: 0	04/10/2016	6019 SMITH LTD	Page:	1
---------	------------	----------------	-------	---

Time: 19:29:20 Nominal Activity (with A/C Ref.) - Without opening balances.

	Non	inal Code F	rom 5001			Transact	ion Number From	1		Date From	01042015	
	Non	ninal Code T	o 99999	999		Transact	ion Number To	99999999		Date To	31032016	
<u>N/C:</u>	760	1	Name:	Audit aı	ıd Accoun	tancy Fees						
<u>No</u>	Tp	<u>Date</u>	A/C	Refn	Deta	<u>ils</u>			Val	<u>uc</u>	<u>Debit</u>	<u>Credit</u>
16	PΙ	30/06/2015	DOS001	001					200.	00	200.00	
18	PΙ	30/09/2015	DOS001	001					436.	00	436.00	
20	PI	31/12/2015	DOS001	001					200.	00	200.00	
21	PI	31/03/2016	DOS001	001					400.	00	400.00	
											1,236.00	

# PURCHASE TRANSACTIONS THIS PERIOD

#### **6019 SMITH LTD**

04/10/2016

Page

19:27:37

# 2 P/L VAT Transactions by Supplier Account

Account I	Ref Nan	<u>ne</u>							
	Type	Inv Ref	Tran Numbe	<u>г Date</u>	Nominal Code	Net Amount T	ax Code	Tax Amount	Gross Amount
DOS001	DOSH	& CO							
	Pl	001	16	30/06/2015	7601	200.00	T0	0.00	200.00
	PI	001	18	30/09/2015	7601	436.00	T0	0.00	436.00
	Pl	001	20	31/12/2015	7601	200.00	T0	0.00	200.00
	Pi	001	21	31/03/2016	7601	400.00	T0	0.00	400.00
				Account Total		1236.00		0.00	1236,00
LO0001	LOOKE	RS MOTOR G	ROUP LTD						
	PI	002-26/8	23	01/01/2016	0050	13224,00	T5	2599.80	15823.80
				Account Total		13224.00		2599.80	15823.80

Running/Report Total

# SUPPLIER NAMES & TELEPHONE NUMBERS

Date: 04/10/2016 Time: 19:28:15

6019 SMITH LTD

Supplier List

Supplier From: Supplier To:

AAA ZZZZZZZZ

A/C DOS001

LO0001

<u>Name</u>

DOSHI & CO

LOOKERS MOTOR GROUP LTD

Contact

<u>Telephone</u>

<u>Fax</u>

Page:

1

020 8239 4999

### FRIENDLY INVOICES



AMP House Dingwall Road Croydon CRO 2LX

Tel: 0845-319-0086, 0845-331-2549 Email: sales@friendly-accountants.com Web: www.friendly-accountants.com

Invoice Number

0153

SMITH LTD 124 HIGH STREET ENGLAND CITY PO23 XRT

Invoice Date

30th JUNE 2015

Accountant Reference

1111

Your Reference J SMITH

#### Invoice

SERVICES PROVIDED	Net Amount	VAT%	VAT Amount
	166.67	20%	33.33

Monies Received during the Period – 01/04/15 – 30/06/15 Invoice for VAT Purposes Only

 Net
 166.67

 Vat
 33.33

 Invoice Total £
 200.00



AMP House Dingwall Road Croydon CRO 2LX

Tel: 0845-319-0086, 0845-331-2549 Email: sales@friendly-accountants.com Web: www.friendly-accountants.com

Invoice Number

0153

SMITH LTD 124 HIGH STREET ENGLAND CITY PO23 XRT

Invoice Date

30th SEPT 2015

Accountant Reference

1111

Your Reference J SMITH

#### Invoice

SERVICES PROVIDED	Net Amount	VAT%	VAT Amount
	363.33	20%	72.67

Monies Received during the Period – 01/07/15 – 30/09/15 Invoice for VAT Purposes Only

Net	363.33
Vat	72.67
Invoice Total £	436.00



AMP House Dingwall Road Croydon CR0 2LX

Tel: 0845-319-0086, 0845-331-2549 Email: sales@friendly-accountants.com Web: www.friendly-accountants.com

Invoice Number

0153

SMITH LTD 124 HIGH STREET ENGLAND CITY PO23 XRT

Invoice Date

30<sup>th</sup> DEC 2015

Accountant Reference

1111

Your Reference J SMITH

#### Invoice

SERVICES PROVIDED	e e	Net Amount	VAT%	VAT Amount
		166.67	20%	33.33

Monies Received during the Period – 01/10/15 – 31/12/15 Invoice for VAT Purposes Only

Net	166.67
Vat	33.33
Invoice Total £	200.00



**AMP House** Dingwall Road Croydon CR0 2LX

Tel: 0845-319-0086, 0845-331-2549 Email: sales@friendly-accountants.com Web: www.friendly-accountants.com

Invoice Number

0153

SMITH LTD 124 HIGH STREET ENGLAND CITY PO23 XRT

Invoice Date

30<sup>th</sup> MAR 2016

Accountant Reference 1111

Your Reference J SMITH

#### Invoice

SERVICES PROVIDED Net Amount VAT% **VAT Amount** 333.33 20% 66.67

Monies Received during the Period -01/01/16 - 31/03/16Invoice for VAT Purposes Only

> Net 333.33

Vat 66.67

Invoice Total £ 400.00