

Monthly Information Sheet

Client _____

Month & Year _____ / _____

Items to be included:

_____ Check Stubs or Check Register

_____ Deposits Register

_____ Cash Paid Out Register or Cash Paid Out Receipts

_____ Sales Register

_____ Monthly Bank Statement(s) (Please do not wait for these, mail the other information today)

Questions to be answered: Please circle either YES or NO

YES/NO Did you buy any assets (equipment, autos, furniture, etc) for the business this month?

If YES, please include a copy of the purchase receipt for such purchase(s)

YES/NO Did the business borrow any money from any source this month?

If YES, please include a copy of the documents related to the borrowing

YES/NO Did you lend any money to the business personally or put any of your personal funds into the business?

If YES, please provide amount(s) and date(s)

YES/NO Did the business lend you any money or distribute any finds to you this month?

If YES, please provide amount(s) and date(s)

YES/NO Did the business sell or trade any assets (equipment, autos, furniture, etc) this month?

If YES, please provide copies of any paperwork involved or describe the transaction

YES/NO Did you receive any correspondence from any taxing authority or government agency regarding financial matters this month?

If YES, please provide copies of that correspondence with this information.

The above information is complete and accurate to the best of my knowledge.

Signed _____ Dated _____