

# THE BOOKKEEPING PROCESS

1

Your accounts are updated  
on a weekly basis

2

We will send a list of missing invoices and receipts  
required on a monthly basis

3

VAT Registered?

We will notify you that your VAT return is due,  
advising of your liability/refund amount and  
requesting permission to file your return

4

We will send an email confirmation advising:  
Your VAT return has been filed  
Payment due date (if app)  
Liability/refund amount due