

GILLIAN CLARKE

THE SIX SECRETS **FOR SUCCESSFUL BOOKKEEPING**

QUICKLY & EASILY

"A BRIEF GUIDE TO
MAKE YOUR FINANCES
EASIER TO COMPLETE"

Great ideas
that worked!



SIX SECRETS FOR SUCCESSFUL BOOKKEEPING

1 FIT FOR PURPOSE

Keeping your documents and records fit for purpose. Make sure you file and store your records properly. Copy documents cost money and waste valuable time to obtain.

2 LIST YOUR EXPENSES

Recording all your out of pocket expenses, list these on either a spreadsheet or manual expense form, attach vouchers and receipts with VAT numbers to ensure proper reclaim.

3 ENJOY AND BE PRODUCTIVE

If you do not enjoy doing your bookkeeping or need time to get other more important work done outsource to a qualified bookkeeper. Focus on activities you are good and will improve your business.

4 GET INVOLVED

Work with your staff and business partners to get systems in place to get the information you need to complete your bookkeeping promptly.

5 HAVE VISION

Look at what financial information you do need to run your business and ask your accountant. Then you need to decide whether you need a manual or computerised method.

6 SET A GOAL

Have not only the HMRC deadlines to be your bookkeeping goals, but make sure you have regular review dates of your records to check for over/underpayments to suppliers and overdue customers.