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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This not only helps in tracking expenses but also ensures that all necessary documents are available for tax purposes.

Next, the document outlines the various methods for organizing financial data. It suggests using spreadsheets to track income and expenses, and recommends regular reconciliations to ensure that the books are balanced. The importance of keeping a separate bank account for business expenses is also highlighted, as it simplifies the process of identifying and recording costs.

The document then addresses the issue of depreciation and amortization, explaining how these concepts affect the value of assets over time and how they should be accounted for in the financial statements. It provides examples of how to calculate depreciation for different types of assets, such as equipment and vehicles.

Finally, the document concludes with a summary of key points and a reminder to consult with a professional accountant for more detailed advice. It stresses that proper financial management is essential for the long-term success of any business, and that keeping accurate records is the foundation of that success.