

## NEXT INVESTMENTS

18A SIXTH STREET, P O BOX 671, GWERU  
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CLIENT NAME \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED AS AT 31 DECEMBER 2020 OR THE LAST TRADING DAY OF THE YEAR: -

<b>DOCUMENTS REQUIRED</b>		<b>FULL DETAILS OF DOCUMENTS PROVIDED</b>
1.	Stock Listing At Cost (also include total here).	
2.	Cash Sales Unbanked.	
3.	Debtors Listings (also include total here)	
4.	Creditors Listing.	
5.	Petty Cash On Hand.	
6.	Chequebook counterfoils.	
7.	Bank Statements.	
8.	Deposit books.	
9.	Business savings / investments passbooks.	
10.	Creditors statements and cash expenditure vouchers.	
11.	Cash expenditure book.	
12.	Sales analysis book.	
13.	Copies of VAT returns.	
14.	Petty cash book / voucher / analysis.	
15.	Wages book / PAYE and N SSA receipts.	
16.	New finance agreements.	
17.	Details of any fixed assets purchased / sold.	
18.	Computer disks.	
19.	Computer printouts.	
20.		
21.		

DELIVERED BY: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ DATE:- \_\_\_\_\_

See overleaf for FARMERS and EXTRA SPACE

**FULL DETAILS OF DOCUMENTS PROVIDED (CONTINUED)**


<b>FARMERS ONLY</b>			
<b>LIVESTOCK ON HAND 31-DECEMBER 2020 OR THE LAST TRADING DAY OF THE YEAR :-</b>			
<b>CATTLE</b>			<b>SHEEP</b>
	<b>BEEF</b>	<b>DAIRY</b>	
<b>BULLS</b>			<b>RAMS</b>
<b>OXEN</b>			<b>EWES</b>
<b>COWS</b>			<b>HAMELS</b>
<b>STEERS</b>			<b>LAMPS</b>
<b>HEIFERS</b>			
<b>CALVES</b>			
<b>LIVESTOCK MOVEMENTS DURING THE YEAR</b>			
<b>PURCHASES</b>			
<b>SALES</b>			
<b>BIRTHS</b>			
<b>DEATHS</b>			
<b>THEFT</b>			
<b>OWN USE</b>			

VALUE OF CROP IN GROUND \_\_\_\_\_ \$ \_\_\_\_\_

