

Checklist for

(Accounting Policies & Process)

This checklist is for prepared to assess the requirements of the client.

A list of required documents is given below:

1. Accounting responsibility
2. General income cycle activities
3. Chart of accounts
4. Transactions in the general ledger
5. Journal entries
6. Bank reconciliation
7. Account receivable
8. Account payable
9. Payroll administration
10. Property and Equipment
11. Cash, Deposit, and Transfer
12. Credit card and accrual
13. Month-end closing
14. Year-end closing and Annual Audit
15. Existing accounting policies
16. Details of business nature

Accfintax

Apt#5A (5th Floor), House-48/C, Road-11

Banani C/A, Dhaka-1213, Bangladesh

Phone: +880 1554 000 000

www.facebook.com/accfintaxbd

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