


<p>Regular Bookkeeping for Taxpayers with Cash Basis Accounting</p>	<p><b>Analysis by your Tax Consultant</b> <i>Continuous analysis including advance value added tax returns</i></p> <p>Robert FAHN, Ridlerstraße 33/3, 80339 München Tel.: +49 89 5997679-3, FAX: +49 89 5997679-55 E-Mail: <a href="mailto:kanzlei@kanzlei-fahn.de">kanzlei@kanzlei-fahn.de</a></p> 	<p><b>1</b></p>
<p>Name of Client:  Client No.:</p>	<p><b>Information for your Tax Consultant</b> <i>New contracts (loan agreements, lease contracts), alterations of contracts, notices by the tax office etc.</i></p>	<p><b>2</b></p>
	<p><b>Information from your Tax Consultant</b> <i>Examined tax assessment notes and correspondence with the tax office</i></p>	<p><b>3</b></p>
		<p><b>4</b></p>
	<p><b>Incoming Invoices</b> <i>Here, all unsettled invoices from your suppliers should be filed sorted by date</i></p>	<p><b>5</b></p>
	<p><b>Outgoing Invoices</b> <i>Here, all unsettled outgoing invoices should be filed sorted by date</i></p>	<p><b>6</b></p>
		<p><b>7</b></p>
	<p><b>Cash Report and Cash Receipts</b></p>	<p><b>8</b></p>
	<p><b>Bank I</b> <i>Behind the chronologically sorted bank statements the respective <u>settled</u> incoming and outgoing invoices should be filed In case of constant monthly payments (rental payments, leasing etc.), please file contract in division no. 2 following first payment</i></p>	<p><b>9</b></p>
	<p><b>Bank II</b></p>	<p><b>10</b></p>

## **Organization of the Monthly Bookkeeping – Practical Advice for Taxpayers with Cash Basis Accounting**

To make the organization of the bookkeeping as easy as possible we recommend that you set up a file on the basis of the accompanying model. In the individual divisions the following documents should be placed.

### **Division No. 1: “Analysis by your Tax Consultant“**

Here you shall receive the monthly analysis by your tax consultant. This can be the monthly business assessments including the list of balances, the advance value added tax returns as well as references to your economic situation.

### **Division No. 2: “Information for your Tax Consultant“**

Should you receive notices from the tax office or other authorities that contain information relevant for your bookkeeping or that you need help to deal with, please file them here so that they can be processed immediately. Additionally, you should file copies of all new contracts here (e. g. tenancy agreements, lease contracts, articles of association) that are supposed to remain with your tax consultant.

### **Division No. 3: “Information from your Tax Consultant“**

Tax assessment notes examined by us and correspondence with the tax office will be delivered back to you in this division.

### **Division No. 5: “Incoming Invoices“**

All invoices from your suppliers should be filed in this division until they are settled. We recommend sorting the invoices by months and separating the individual months by using dividers. This way you can survey all the unsettled invoices at a glance and you can make out your financial scope more easily. When invoices are settled, they should be taken out of this division and filed in division 8 or 9 behind the cash report or the bank statement showing the relevant payment.

### **Division No. 6: “Outgoing Invoices“**

Invoices for which you have not yet received a payment should be filed as in division 5. This is particularly important if you do not possess a computerized reminder system, as you will be able to establish the defaulters quickly and easily and react in time with reminders.

### **Division No. 8: “Cash Report and Cash Receipts“**

As the name of the division says, the monthly cash report with the appertaining cash receipts is to be filed here.

### **Division No. 9: “Bank“**

The bank statements should be filed here – beginning with the lowest statement (on top the current bank statement). Behind these the respective settled invoices should be filed. In case of constant monthly rates (e.g. rental payments), it is sufficient to file copies of the appertaining contracts in the month the payments start in division no. 2.

The remaining divisions may be used in accordance with your individual wishes and needs.

This is supposed to be a small support for the organization of your bookkeeping. Details should be discussed with your contact person in a personal conversation.