



## Hazelnut Accounting Services

24 Lymington Court, All Saints Road,  
Sutton, Surrey, SM1 3DE

Phone: 07555 267 236

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Bookkeeping Services that can be provided include:

- Raising sales invoices
- Inputting all sales invoices
- Inputting all purchase invoices and expense receipts
- Inputting all sales income
- Inputting all purchase payments
- Reconciling the bank statements
- Reconciling the petty cash
- Reconciling credit cards
- Reconciling the sales ledger and purchase ledger
- Inputting capital expenditure
- Maintaining the fixed asset register
- Editing the chart of accounts on the accounting software
- Journaling accruals and prepayments
- Journaling depreciation
- Corporation tax provision
- Reconciling stock movements
- Entering accountant and/or auditor journals
- Checking purchase invoices to purchase orders
- Credit control
- Producing aged debtors and aged creditors reports
- Producing period end reports

Other management reports can be produced on request.



Proprietor: Andrew Goodwin MAAT  
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