

Accountant handoff

Use this sheet to explain the files you are sharing and the items you want reviewed.
Open it in a PDF reader, fill the fields and save a copy before sharing.

CONTEXT AND INCLUDED FILES

01 Identify the business and reporting period

Business name

Prepared by

Contact email or phone

Prepared for

Period start (YYYY-MM-DD)

Period end (YYYY-MM-DD)

Currency shown in summary

Worksheet date (YYYY-MM-DD)

Package version / reference

Filters used / records intentionally excluded (write None or Not checked if applicable)

02 List the files actually included

Use exact filenames or folder names. Record original export dates separately from the worksheet date.

1. Exact filename / folder

Export / file date, if known

Contents and period covered

2. Exact filename / folder

Export / file date, if known

Contents and period covered

3. Exact filename / folder

Export / file date, if known

Contents and period covered

More files? List them in a separate manifest and include its filename above.

Make gaps easy to review

A coded summary and the underlying invoices, receipts and other supporting records are separate documents. List what is supplied and what still needs attention.

COVERAGE AND QUESTIONS

Business / package reference (match page 1)

03 Describe coverage and known gaps

Which records and dates are included?

Known missing records / periods, or coverage not yet checked

04 Questions for the accountant

Name the record or file, then say what needs review. For example: an uncertain category or a missing receipt.

1. Record / file reference and question

2. Record / file reference and question

3. Record / file reference and question

These worksheet details are supplied by the sender; they do not change the exported files.
Describe known coverage without assuming records are complete or reconciled. An invoice-based summary does not establish payment. This worksheet organizes a handoff; it is not a tax return.