## **QUARTERLY DECLARATION FORM**

CLIENT:

QUARTER:

A/C No:

## DEBTORS

Please include all money owed TO the business as at the end of the quarter.

This section is usually only relevant to Hotels with contract customers.

DATE	TYPE OF SALE	£	р

## CREDITORS

Please include all money owed BY the business as at the end of the quarter.

Alternatively enclose ALL unpaid invoices dated before the end of the quarter.

DATE	TYPE OF PURCHASE / EXPENSE	£	р

Please complete the boxes below. If not known exactly, provide your nearest estimate

CASH IN HAND			HAND STOCK V		ALUATION	
	£	р		£		
Ready to bank			Wet			
Till float			Dry			

Signature

Date