

WHAT RECORDS NEED TO BE KEPT

As a minimum you need to keep and let us have:

1. Copy sales invoices.
2. Copy bank statements, with transactions annotated.
3. Receipts for expenses.
4. Mileage log.

We provide a spreadsheet format for our clients which is available separately on our www site, garbetts.com/psc, under "Accounting and transaction recording". Almost all of our clients use this spreadsheet and it is recommended as properly completed it allows paperless operation.

Alternatively you may wish to use a programme like Quicken, Money or Sage Instant. Please take our advice before investing in programs of this nature – they are likely to be over complicated.

We happily accept spreadsheets in Excel (.xls) format, by e-mail or on CDR – we have found floppy disks sent by post to be unreliable.

From an IR35 perspective, you should also be keeping:

1. All contracts
2. Copies of the agent to client contract, or a statement from the agent that all material clauses in the agent to PSC contract are replicated in the agent to client contract.
3. Portfolios of IR35 positive evidence, eg:
 - evidence that a substitution / subcontract right has been used
 - evidence that you've corrected defective work
 - evidence of the project based nature of a contract (even if this isn't in the written contract)
 - evidence of a clear separation between your role and that of other permanent or temporary staff.

See our IR35 pages for more information on this.