

What I need from you

The s.110B Back-Audit

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Every past cycle's application, notice and certificate **ESSENTIAL**

Why I need it. The audit is of the cycles, so every cycle is needed.

Where you'll find it. The sent items of whoever issues your applications, month by month; forwarding the original emails carries the service dates with them.

Without it. That cycle cannot be audited, and it is left blank rather than assessed

2. Payment records **ESSENTIAL**

Why I need it. What was actually paid against what fell due.

Where you'll find it. Your accounts package or bank statements show what landed and when.

Without it. There is nothing to test what was actually paid against what fell due, and the exposure figure cannot be built

3. The contract and every amendment **ESSENTIAL**

Why I need it. Every question of validity is answered from here.

Where you'll find it. The signed contract in the commercial folder or attached to the order email.

Without it. There is nothing to measure any cycle's dates against, and the audit cannot run

4. Proof of the dates of service, both ways **IMPORTANT**

Why I need it. Service dates decide most of the answers.

Where you'll find it. The original sent items for what you served, and the original received items for what came back from the other side; forwarded copies with headers intact fix the dates, not screenshots or recollection.

What good looks like. the original email with headers, or a recorded delivery receipt.

Without it. The service date rests on recollection, and that cycle is reported on the conservative reading with both readings stated

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.