

Type	Task	Presently	Electronic Solution	Original Copy
Mail	Distribution of mail to staff	Mail sorted into piles, manually put into staff in trays	Mail scanned into PDF Manager, Scanned mail shifted to individual staff electronic workspace.	Sent to Client or Shredded
Letters	Letter to client enclosing information received	Letter in Word typed & printed x2 (client/file) Copy of information taken for current file	Copy of letter and attachment combined in PDF Manager and saved into client file.	Sent to Client
Paid Accounts	Pay and then file invoices	Filed in lever arch file.	Once accounts are paid, scan the group of accounts as one PDF into PDF Manager. Save into Client Folder.	Shredded
Faxes	Sending Faxes	Faxes printed and signed then sent using fax machine	Once fax is sent and stamped "Faxed" it is scanned and electronically saved to client file.	Shredded
Company / Trust Records	BK Trustees signatory docs	Documents entered into Trustee register book , signed by Trustees, photocopied. Original back to place of origin, copy permanently filed.	Documents entered into Trustee Register Book, signed by Trustees, scanned into PDF Manager, copy sent to Annes tab for her to file/print/save, Originals sent back to place of Origin. Any original accompanying letters not required to be sent back put in Anne's tray FYI	Either sent back place of origin or permanently filed.
Bank Statements	Bank Statement filing	Bank Statements maybe photocopied, Copy may be sent to client, Original Statement filed into current file under Bank Statement tab	All statements are scanned into PDF Manager All statements are saved into the client file under a new "Bank Statements" tab under the corresponding year.	Either sent to client or Shredded
Workpapers	Incoming workpapers from client	Workpapers are received, Accountant photocopies information required to be kept in current file for future reference Once accounts complete original copies of workpapers are either sent back to client or filed in current file	Workpapers are received Accountant scans information required to be kept on file for future reference - the scanned workpapers can be linked to the excel workpapers. Once accounts are completed original copies of workpapers are sent back to client. They are not kept at our office.	Sent back to client
Company / Trust Records	Financial Agreements	Financial agreements are received from the bank. For signing or for our records. The agreement is signed and returned to the bank. A copy is taken for our records.	Financial Agreement is received from the bank The Agreement is signed and scanned into PDF Manager. It is shifted to Annes tab. Anne will save the agreement into the appropriate company permanent file electronically	Sent back to bank
Company / Trust Records	Minutes	Minutes are signed by client minutes are pasted into Company or Trust Minute Book	Minutes are signed by client Signed Minutes are scanned into PDF Manger and shifted to Anne's tab. Original Signed minute is pasted into Company or Trust Minute Book	Pasted into Minute book or filed in permanent folder
Company / Trust Records	Constitution	Constitution is printed and filed in Company Folder	If incorporation at Brophy Knight PDF version of constitution saved under clients permanent file. If incorporation externally completed constitution scanned and saved to clients permanent file.	Filed in permanent file if externally incorporated.
Company / Trust Records	Trust Deeds	Trust Deed is received from Solicitor and filed into permanent Trust File	Trust Deeds are all scanned and saved into the appropriate Trust client folder. Original copy if signed is kept in permanet manual folder still.	Filed

Annual Accounts	Final Accounts - File Copy	Accounts are printed for adding and checking They are used for partner review also At the sorting stage the accounts are stapled with a yellow cover along with tax return summaries and ledgers. These are filed in the current file for the year.	Once Accounts are completed the copy used for adding and checking is shredded as this can always be looked up through excel or PA.	Shredded
Wages	Wage Records	Wage Records are kept in folders for the year under each client. Signed Contracts and IR forms are kept permanently Timesheets are faxed through from client, printed and ticked off as details are entered into system Timesheets with notes are filed in folder for each client	Signed contracts and IRD forms are scanned into PDF Manager and filed into Permanent Wage section in client folder. Original copies are filed in manual files Timesheets are faxed through from client as a PDF Instead of printing PDF's are typed on directly using Adobe Reader Details are entered into the system with the help of a split screen to reduce the need to print. Timesheets along with the notes in Adobe Reader are saved in the client file under wages.	Contracts filed Timesheets shredded once finished with.
Monthly Reports	Filing of Monthly Reports	Monthly reports are generated as per partners request for certain businesses Reports are sent to client via post or email A file copy is printed and saved in lever arch folders	Monthly reports are generated as normal and sent to client. Reports are either collated through desktop binder or PDF Manager or manually Once reports are collated and checked they can either be printed or scanned into PDF Manager and saved into client folder. No paper copy is required as they can be viewed on screen and printed when needed.	
IRD mail	Assessments	Assessments are received in the mail Hayley checks the ledgers against the assesments Once checked they are passed on the appropriate partner The partner either files them or passes them to PA to be copied and sent to client FYI	All assessments are scanned when received. Given to Hayley. Accompanying letters are completed, matched up with assesment and electronically saved in client folder and sent to client. If not required to be sent the assessment is just electronical filed and the original shredded.	Shredded or sent with letter to client
IRD mail	Refund cheques	Refund cheques are received in the mail The cheque is either sent to the client or deposited as instructed by the partner The original letter enclosing the cheque and letter accompanying the cheque is filed in the current file. Or a note is written on the letter to say it has been deposited.	All letters attaching cheques are scanned when received. Given to Hayley. Accompanying letters are completed, matched up with assesment and electronically saved in client folder and sent to client. .	Cheques sent to client or deposited. Original letters shredded.