

MCDONALD'S FAX COVER SHEET



Certified Public Accountants & Business Consultants

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The following is a checklist of items needed to complete your monthly McDonald's compilation. Please complete and send this cover sheet along with the items requested to Concannon, Miller & Co., P.C. at **610-433-2741**.

Client Name: _____

No. of Pages _____ (includes cover sheet)

Attn: _____

1. Cash Sheet by Period – ISP Report _____
2. Accounting Ledgers – ISP Report _____
3. Bank Deposits by Period - ISP Report _____
4. Food, Paper & Non Product Inventories _____
5. Payroll Reports _____
6. Payroll Accruals _____
7. Accounts Payable _____
8. PALS Report _____
9. Bank Statements or Bank Reconciliations if done by client:
Checking _____ Payroll _____ Depositories _____ Cashless _____
10. Check Registers or Cash Disbursements (if needed) _____
11. Loan Statements _____
12. Any other additional information for Accountant:
 - Loan Documents on new notes
 - Documents on new store purchases or sales agreement
 - Copies of Real Estate Tax Bills
 - Copies of Quarterly Payroll Returns
 - Other _____

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