

FINANCIAL STATEMENTS & INCOME RETURN CHECKLIST

NAME/ENTITY _____

Year Ended _____

Please confirm your contact details if changed

Telephone: _____

Mobile: _____

Email address: _____

This checklist sets out the information which we will need from you in order to complete your Financial Statements and Tax Returns. Please check the items required where applicable and fill out the sections below, if you have any queries about how to complete this questionnaire please contact us on (07) 378 7150 or (06) 388 0860

STOCK ON HAND - the lower of cost price or market selling value. (GST exclusive)

Retain stock sheets to enable identification of each item. Total Stock Value = \$ _____

WORK IN PROGRESS – Work completed comprising materials labour and overhead costs but not billed by balance date. (GST exclusive)

Total Value at Cost = \$ _____

If you do not use online software such as BankLink, Xero or MYOB please answer the Bank & Stock and Deposits in Business Account sections below:

BANK & STOCK FIRM STATEMENTS - All Business accounts, to 1 month after year end. Obtain copies of missing pages before delivering your records to us. Attached? YES/NO

TRANSACTION DETAILS/COMPUTER RECORDS - If you have not written details on Bank Statements, please include all other prime entry records. Included? YES/NO

DEPOSITS IN BUSINESS ACCOUNT - Identify deposits which are not sales or contract receipts (e.g. Asset sale, GST refunds, Tax refunds, Funds Introduced etc.) Completed? YES/NO

BUSINESS MONIES RECEIVED BUT NOT BANKED TO BUSINESS ACCOUNTS - Attached? YES/NO

Attach a list, if applicable, showing -

Date: Amount: Type of Income: (e.g. Sales, GST Refund, etc.)

ACCOUNTS RECEIVABLE (Debtors - Monies owed TO you at Balance date): Attach a list, if applicable, as question above.

Do not include Bad Debts

Total (GST inclusive)

CASH ON HAND

Unbanked at balance date

Cash Register or Till floats

Petty Cash

\$ _____

\$ _____

\$ _____

ACCOUNTS PAYABLE (Creditors – Monies owed BY you at Balance Date and which would normally be paid by 20th April) Attach OR list showing the following:-

<u>Creditor:</u> e.g. AB Ltd	<u>Gross Amount (incl. GST):</u> \$225.00	<u>What invoice is for:</u> Materials (Fuel Stationary, PAYE etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

GST/FBT COPY OF WORK PAPERS:

We need these to reconcile your GST/FBT for the year.

Attached? **YES/NO**

Sale & Purchase of Property

ATTACH MORTGAGE/LOAN/SALE & PURCHASE DOCUMENTS FROM:

Bank and/or Solicitor's.

Attached? **YES/NO**

HIRE PURCHASE AGREEMENTS/LEASE AGREEMENTS:

Agreement and Asset invoice.

Attached? **YES/NO**

CAPITAL EXPENDITURE:

Attach details of assets purchased or sold during the year such as motor vehicles, Plant and equipment. Where applicable please provide the following details:

- Hire Purchase or loan agreements
- Lease agreements
- All legal statements and agreements
- Trade-in details
- Lost stolen or scrapped items
- Copy of Tax Invoices

Included? **YES/NO**

BUSINESS EXPENSES PAID FROM PRIVATE FUNDS: attach receipts e.g Credit Cards and

<u>Date:</u>	<u>To Whom Paid:</u>	<u>Gross Amount:</u>	<u>What the payment was for:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GOODS FOR OWN USE: Advise cost value of any goods taken for private use.

Total (GST inclusive) = \$ _____

INCOME PROTECTION INSURANCE:

Advise amount of tax deductible premium paid during the year

\$ _____

HOME OFFICE / WORKSPACE: If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details

Business Area:	_____m ²	Rent	\$ _____
Total Area	_____m ²	Power	\$ _____
		Insurance (Building and Contents)	\$ _____
		Interest (House Mortgage)	\$ _____
		Rates	\$ _____
		Repairs & Maintenance	\$ _____
		Alarm Monitoring	\$ _____
		Total	\$ _____

MOTOR VEHICLES

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description:	_____	Vehicle Description:	_____
Business	_____ km	Business	_____ km
Total	_____ km	Total	_____ km
Percentage Business	_____ %	Percentage Business	_____ %

- Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for

PERSONAL INCOME:

We receive, from the IRD, a Summary of Earnings for any income you may have earned where the tax was deducted at source. However, have you received any other income that was not taxed at source? If so, please include details.

Attach all documentation for:

- Dividends?
- Details of any shares held overseas for foreign dividend tax calculation.
- Details of any shares purchased overseas.
- Rents? (Full details of Receipts and Expenses are required)
- Partnerships, Trusts or Estates?
- Overseas Income?
- Foreign or Non-Taxable Pensions?

DONATIONS: (Charitable donations of \$5.00 or more.) **These are now claimed on the separate Rebate form. Please attach donation receipts if you wish us to complete the claim.**