

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 =** \$ _____

FARMERS PLEASE REFER ATTACHED SCHEDULES

Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.

Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option.)

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>	<u>Gross Amount (incl. GST):</u>	<u>What invoice is for:</u>
e.g. AB Ltd	\$225.00	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

Date: To Whom Paid: Gross Amount: What the payment was for:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.**

LIVESTOCK – CLOSING STOCK NUMBERS ON HAND



LIVESTOCK ON HAND

LIVESTOCK CLASS

NUMBERS

CATTLE

Rising 1 year heifers _____
 Rising 2 year heifers _____
 Mixed-age cows _____
 Rising 1 year steers and bulls _____
 Rising 2 year steers and bulls _____
 Rising 3 year & older steers & bulls _____
 Breeding bulls _____

Total Cattle on Hand = _____

SHEEP

Ewe hoggets _____
 Ram & wether hoggets _____
 Two-tooth ewes _____
 Mixed-age ewes (rising 3 & 4 year) _____
 Rising 5 year & older ewes _____
 Mixed-age wethers _____
 Breeding Rams _____

Total Sheep on Hand = _____

DEER

Rising 1 year hinds _____
 Rising 2 year & older hinds _____
 Mixed-age Hinds _____
 Rising 1 year stags _____
 Rising 2 year & non-breeding stags _____
 Breeding stags _____

Total Deer on Hand = _____

WOOL ON HAND

Value of Wool on Hand

\$ _____

STOCK KILLING FOR YEAR

CATTLE

No. killed for rations _____
 Known deaths _____

SHEEP

No. killed for rations _____
 No. killed for dog tucker _____
 Known deaths _____

DEER

No. killed for rations _____
 Known deaths _____

NATURAL INCREASE

No. of **Lambs** docked _____
 No. of **Calves** bred _____
 No. of **Fawns** bred _____

LIVESTOCK RECONCILIATION

Complete the table below to record movements in the various livestock classes during the year.

	<u>CATTLE</u>	<u>SHEEP</u>	<u>DEER</u>
Opening Stock Number (This is Last Year's Closing Stock number)	_____	_____	_____
Add Purchases.....	_____	_____	_____
Add Natural Increase.....	_____	_____	_____
= SUBTOTAL	_____	_____	_____
Less Stock Killed for Rations.....	_____	_____	_____
Less Stock Killed for Dog Tucker.....	_____	_____	_____
Less Deaths & Missing.....	_____	_____	_____
Less Sales.....	_____	_____	_____
TOTAL = CLOSING STOCK (This should be the same figure as your total Stock on Hand on the previous page)	_____	_____	_____