

Financial Statements Checklist 2015

Client Name: _____

Balance Date: 31 March 2015

Telephone No: (Work) (Home)

..... (Mobile) (Fax)

Email Address:

Please advise if you would prefer us to visit you and collect your records.

IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.

Tick if Applicable otherwise enter N/A

Records Required

- **Cashbooks** – (inwards & outwards) or **Computer Records** (trial balance and ledger printout and computer backup of system) – summarised for the year and reconciled to the Bank Statement, and with GST showing separately on each item ☐

- **Bank Reconciliation Statement**

- **Name and version of Software used**

Software.....

Version Password

- **Bank Statements** for the year for all business bank accounts plus one month after balance date (Check: are they all there?) ☐
- **Cheque Butts** (Check: all there and clearly detailed?) – Plus one month after balance date ☐
- **Deposit Books** (Check: all there and non-business deposits or unusual items clearly marked) ☐
- **Credit Card** or money management account statements where used for business **with details.** ☐
- **Day Books** (for sales and takings) ☐

All information is required where applicable. Time spent seeking information not originally provided will increase costs.

Tick if Applicable otherwise enter N/A

• **GST**

Copies of GST Returns for the full year

☐

All details showing how GST totals in returns were calculated

☐

• **FBT**

Copies of all returns for the year

☐

All details of Fringe Benefits – taxable or reimbursed

☐

• **Log Book**

If you have completed a new log book this year, please provide us with the book. A log book must be maintained for every vehicle used **partly** for business **unless** you have paid FBT for it. (Must show **total** mileage and total **business** mileage for a period of at least 3 consecutive months. This record will apply for 3 years.)

☐

• **Wages**

We require copies of employer monthly schedules (IR348)

☐

Your wage books

☐

• **Dividend or Interest Received**

Attach Tax Deduction Certificates

☐

• **Insurance Premium Notices**

Showing details of premiums on buildings, plant, vehicles, household and personal effects

☐

• **Investments**

Provide details of the company and the number of shares or deposits held.

☐

Please provide details for the full year.

All information is required where applicable. Time spent seeking information not originally provided will increase costs.

Tick if Applicable otherwise enter N/A

• **Inventory**

Stocktake at year ended (valued at lower of cost or net realizable value GST excluded) – you must keep full stock sheets. **Note:** WIP for contractors and professional taxpayers must be accounted for if not yet billed out (i.e. material used, labour cost to date, portions of overheads)

☐

Work in Progress \$

Raw Materials \$

Finished Goods \$

Check – is there any stock on consignment or sale or return?

Held by you -

☐

Supplied by you -

☐

• **Accounts Receivable (Debtors) – GST Inclusive**

Value of debts owing to you at balance date after writing off all bad debts (complete attached list showing names and amounts) **See attached schedule** \$

☐

Bad debts written off during the year (supply list please) \$

• **Accounts Payable (Creditors) – GST Inclusive**

Complete list of accounts owing by you at the balance date, giving details of what the account is for and showing the GST amount for each item separately. Include holiday pay accrual at balance date. **See attached schedule** \$

☐

Or

Alternatively **mark the cheque butts** when the accounts are paid subsequent to balance date. (Remember to include PAYE due)

☐

• **Cash**

Unbanked takings at balance date \$

☐

Petty Cash on hand \$

☐

All information is required where applicable. Time spent seeking information not originally provided will increase costs.

Tick if Applicable otherwise enter N/A

• **Cash – Continued**

Do you have a shop till float? If yes, how much? \$

☐

Was all income banked into the **Main Account**? YES/NO

☐

If no, give details of income

☐

- used for drawings \$
- used to pay wages \$
- used to pay other expenses (please list) \$
- banked into another account \$

• **Payments made from other funds**

Give full of details of any business expenses which have been paid privately (eg, amount paid, to whom paid and nature of payment – wages, fuel etc)

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• **Fixed Assets**

Changes during the past year – dates, prices and details of assets.

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Details of vehicles/machines/property/office equipment etc.

	Date	\$ GST Incl	Description
Bought

Sold/Traded

Leased

(Enclose HP or lease agreement, lawyer accounts/statements, loan papers, independent valuations, GST invoices.)

☐

Tick if Applicable otherwise enter N/A

Term Liabilities

- **Mortgages, Debentures & Loans**

Most lenders provide annual certificates showing repayments during the year and the balance outstanding. Please provide certificates. Please provide details of any new loans raised during the year.

☐

General

- **Home Office Expenses**

If you use your home for any business activity, please complete the following:

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Total Floor Area of House _____ Floor Area used for business _____

House and Contents Insurance \$

Interest Paid on Mortgages \$

Rates (attach last rate demand) \$

Repairs and Maintenance (provide breakdown) \$

Original Purchase Price of House \$

Telephone Rental and Business Tolls \$

Power/Heating \$

- **Private Use**

Portion of expenses incurred to be allocated as private

\$ or %

☐

a) Vehicle Expenses

b) Telephone & Tolls

c) Power

d) Goods for Own Use

All information is required where applicable. Time spent seeking information not originally provided will increase costs.

Tick if Applicable otherwise enter N/A

- **Entertainment Expenses**

Please provide full details

☐

- **Solicitors Statements**

Please provide all statements for business transactions or the sale and purchase of assets

☐

- Has there been any **change in the nature of your business?** YES/NO

If Yes, please provide details

☐

- Are there any **contingent liabilities** existing at year end? (lawsuits, guarantees etc) YES/NO

If yes, please provide full details

☐

- Any **commitments under leases** for plant and vehicles? (if so, please attach copies of the lease agreements.)

☐

- Any **hire purchase** contracts entered into this year?

If so, please attach copies of the contracts.

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- **Cell Phone**

If your business owns and operates a cell phone, the IRD requires an adjustment to be made for private use. What percentage of cell phone usage is for private purposes?

☐

..... %

- **Rental Properties**

If you own any rental properties and a rental property questionnaire is not attached, please contact our office and we will send you one.

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[illegible]

7

[illegible]

Date _____

Accounts Receivable Schedule
(GST Inclusive)

To be received from:	Type of income:	GST	\$ Gross
Example: Mr B Smith	Sales	Y	112.50

Accounts Payable Schedule
(GST Inclusive)

To be Paid to:	Type of expense:	GST	\$ Gross
Example: Telecom	Telephone Expenses	Y	112.50

If your accounts receivable or accounts payable are unable to fit on this schedule please attach your own.