

Business Checklist – 1 April 2017 to 31 March 2018

Ensure this checklist is completed and included with your records

Business Name		IRD Number	– –
Address		Phone	
Email		Cell phone	

Transaction Records Required

- ☐ BankLink file - please send us your file via BankLink online - or;
- ☐ Online cashbook/MYOB/XERO - ensure we have accountants access to your file- or;
- ☐ Other manual - cashbook, or spreadsheet, analysed and reconciled to the bank statements monthly and including any cash expenses.
- ☐ All bank statements including any savings account or term deposit to 31st March.
(If bank account in Banklink, please provide final bank statement to 31 March only)
- ☐ Suppliers' invoices (bills paid) filed in date paid order.

Interest and Dividend Certificates

- ☐ Attached / enclosed copies of certificates.
- ☐ N/A - I/We have no interest & dividends.

Current Assets

- ☐ Cash on Hand \$_____ (Sales not banked prior to balance date)
- ☐ Till Floats \$_____ (Including petty cash)
- ☐ Work In Progress \$_____ (Work done, not invoiced at balance date excl. GST)
- ☐ Stock On Hand \$_____ (Valued at cost excl. GST)
- ☐ Accounts Receivable \$_____ (Attach detailed list of individual amounts owing to you)
- ☐ N/A - I have no current assets at balance date.

Current Liabilities

- ☐ Accounts Payable \$_____ (Attach detailed list of amounts owing by you at balance date)
- ☐ N/A - I owe no money at 31st March.

GST, WAGES, FBT Records

- ☐ GST Returns (Including calculations, work papers and /or audit trail)
- ☐ Employer Monthly Schedules, Wage book, Computerised payroll summary reports.
- ☐ FBT Returns (Including calculations & work papers)

Capital Expenditure or Fixed Assets

- ☐ Asset Purchases (Attach invoices of new assets such as properties/plant/equip/motor vehicles)
- ☐ Asset Sales / Disposal (Provide details of assets sold or scrapped including sale price)
- ☐ N/A - We have not sold or purchased any assets during this financial year.

Motor Vehicle

- ☐ Log book for vehicles not 100% business use (Completed for a three month period every three years)
- ☐ Log book previously supplied, no change to percentage of use.
- Is your vehicle a Petrol, Diesel, Hybrid or Electric? _____

Loans and Legal Documents

- ☐ Loan statements for any mortgages, hire purchases, leases or loans to 31 March.
- ☐ Agreements for any new mortgages, hire purchases, leases or loans.
- ☐ Solicitor's statements and sale and purchase agreements relating to any legal transactions or asset purchases or sales during the year.
- ☐ N/A - We have no legal documents or loans.

Individual Checklist

- ☐ Individual checklist for a sole trader or one for each shareholder/partner related to this entity.

Financial Statements

- ☐ Would you like to receive a bound copy of your Financial Statements and/or Tax Returns
- ☐ Would you like to receive an electronic copy of your Financial Statements and/or Tax Returns

Home Office Expenses

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

		<u>Annual</u>
Business Area _____ M2/Ft2 Total area of house & other buildings _____ M2/Ft2	Power	\$ _____
	Insurance (building & contents)	\$ _____
	Rates	\$ _____
	Repairs & maintenance	\$ _____
	Telephone rental & internet	\$ _____
	Interest (house mortgage) / rent	\$ _____
	Interest documents must be provided	<input type="checkbox"/> ATTACHED
	Other	\$ _____