

## Business Checklist – 1 April 2019 to 31 March 2020

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 31<sup>st</sup> 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 31<sup>st</sup> 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>
	Power	\$ _____
Business Area _____ M2/Ft2	Insurance (building & contents)	\$ _____
Total area of house & other buildings _____ M2/Ft2	Rates	\$ _____
	Repairs & maintenance	\$ _____
	Telephone rental & internet	\$ _____
	Interest (house mortgage) / rent	\$ _____
	<b>Interest documents must be provided</b>	<input type="checkbox"/> ATTACHED
	Other	\$ _____