

Client Checklist – 1 April 2024 to 31 March 2025

Ensure this checklist is completed and included with your records.

Business Name		IRD Number	– –
Address		Phone	
Email		Cell phone	

Transaction Records Required

- ☐ Please provide bank statement to 31 March 2025 for all business accounts if on Xero or MYOB.
- ☐ Manual - cashbook, or spreadsheet, analysed and reconciled to the bank statements monthly and including any cash expenses. Please email us a CSV file also.
All bank statements including any savings account or term deposit to 31st March 2025
- ☐ Invoices required - all insurance & legal invoices, and any Repairs & Maintenance invoices over \$1,000.

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)

Current Liabilities

- ☐ Accounts Payable \$_____ (Attach detailed list of amounts owing by you at balance date)

GST, WAGES, FBT Records

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

Capital Expenditure or Fixed Assets Purchased over \$1,000

- ☐ 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

- ☐ Logbook for vehicles not 100% business use (Completed for a three-month period every three years)
- ☐ Logbook 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 settlement statements and sale and purchase agreements relating to any legal transactions or asset purchases or sales during the year.

Don't forget to give us final loan statements on any loans repaid in full during the year!

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	Interest (house mortgage) / or Rent Paid \$ _____
Total area of house & other buildings _____ M2/Ft2	Repairs & maintenance \$ _____ (Invoices required for all expenses over \$1,000.00 <input type="checkbox"/> ATTACHED
	Power \$ _____
	Insurance (building & contents) \$ _____
	Rates \$ _____
	Telephone rental & internet \$ _____
	<i>Interest documents must be provided</i> <input type="checkbox"/> ATTACHED

PERSONAL

Do you have any of the following?

Overseas Income - Attach details

Include overseas interest, dividends, wages received, and taxation paid.

☐ Attached

☐ N/A

Note: New Zealand tax residents are liable for tax on all world-wide income.

We need all paperwork for overseas income as IRD now require that we provide more information as to the source of the overseas income & tax paid.

Dividends Received: Attach Dividend Statements

Any Other Income - Attach details

Income Replacement Insurance Policy - provide details of premiums and claims.

☐ Attached

☐ N/A

If you have been allocated a share of a profit or loss from any other entity - Partnership / Company / Look Through Company / Trust that we do not do the accounts for please provide a copy of accounts and tax returns.

☐ Attached

☐ N/A

Donations

You may complete a rebate claim for yourself, however, if you would like us to complete your rebate claim form, then indicate and attach relevant receipts.

☐ Attached

☐ N/A

Working for Families, In Work Tax Credit and Family Tax Credit

Do you and/or your spouse/partner receive Working for Families? ☐ Yes ☐ No

Please supply full names and birth dates of all children. Please note the following:

- If you had a child born within the current financial year you may be eligible for the Best Start Tax Credit. Please include the child's details below.
- Where a child has become financially independent during the current financial year, please advise the date they left school or home.

Child's Name

IRD No.

Date of Birth

Date left School

- Also provide details of any child support or maintenance payments made or received, along with any change in custody arrangements.

Any other information or notes that you think may help us.