

Business Checklist – 1 April 2023 to 31 March 2024

Ensure this checklist is completed and included with your records.

Business Name		IRD Number	- -
Address		Phone	
Email		Cell phone	

Transaction Records Required

- XERO / MYOB / other online cashbooks - ensure we have accountants access to your file.

**All bank statements including any savings account or term deposit to 31st March 2024
(If bank account in XERO / MYOB, please provide final bank statement to 31 March only)**

- Manual - cashbook, or spreadsheet, analysed and reconciled to the bank statements monthly and including any cash expenses. Please email us a CSV file also.
- Invoices required - all insurance & legal invoices, and any Repairs & Maintenance invoices over \$1,000.

Interest & Dividend Certificates

- Attach / enclosed copies of interest & dividend certificates.
- N/A - I have no interest or 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 on 31st March.

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.
- N/A - We have no legal documents or loans.
Don't forget to give us final loan statements on any loans repaid in full during the year!

Financial Statements

Copies of your signed financial statements will be sent electronically but if you require a **bound copy** please advise us below:

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