

BUSINESS INFORMATION CHECKLIST

BUSINESS NAME:

BALANCE DATE:

We would appreciate it if you could complete this checklist as fully as possible. Some items will not be applicable to you, but we prefer that you give us more information than we need to enable us to complete your financial statements as quickly as possible.

So that we can complete your accounts in good time, we would ask that you respond quickly to our queries.

We are only a phone call away – please do not hesitate in contacting us with any queries you may have about this form – 06 8730477.

Please check these items off when completed:

Computer Systems – DO NOT ROLL OVER YOUR DATA UNTIL YOU KNOW THAT WE HAVE A COPY OF IT.

- Check you have entered all transactions for the financial year.
- Print a Bank Reconciliation report and make sure it agrees with the last Bank Statement of the your financial year.
- If you are not using cloud accounting software, make 2 backups of your accounting system data on separate sources. Keep one and send the other to us.

Accounting Records Required

- Bank Statements, Cheque/Deposit Books & Manual Cashbook if applicable
- Loan statements for the entire year.
- GST Returns **and Workings**
- FBT Returns **and Workings**
- Accounts Receivable **List** (GST inclusive) (Money that is owed to you at balance date)
- Accounts Payable **List** (GST inclusive) (Money that you owe to other entities at balance date)
- Bad Debts **List** (GST inclusive). You must have removed the bad debt from your system as no longer owing money to you, but this does not prevent you from trying to recover the debt.
- Value of Stock on Hand at balance date. Note – if your stock on hand is under \$10,000, you do not need to do a physical stocktake, and can use the same stock amount as in the previous year.

Cost Price \$ _____ excl GST
- Value of Work in Progress at balance date \$ _____ excl GST
- Livestock on Hand – farmers. We send out a livestock form for you close to your balance date.
- Cash on Hand at balance date, including petty cash, till float and unbanked takings

\$ _____
- Cash Income during year not banked \$ _____
- Value of business goods taken for own use (cost price + GST) \$ _____
- Did you pay business expenses from your 'personal' bank account? If YES, **provide list.**
- Assets Purchased and Sold **List**, including date of sale/purchase. Are they GST inclusive or exclusive?
- Hire purchase agreements and lease agreements. **If you have entered into a new asset lease agreement, please give us a copy of the full lease agreement and documents provided by the Lessor.**
- Legal Settlement Documents relating to the sale and purchase of properties or business, and all legal invoices.

Did you use your 'personal' vehicle for business? If so, please advise the distance travelled on business this year.

Vehicle type _____
Business Travel _____ kms

Did you use a business vehicle for private purposes? Please advise distance travelled privately.

Vehicle type _____
Log book percentage of business use _____ %
Private Travel _____ kms

Is your log book older than 3 years? If YES, please update for another 3 month period. **YES / NO**

Is your home used for business (eg office, workshop)?
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details. If paid from business account these costs should be clearly identified.

Total area of home (m2) _____
Office/Workshop/ Storage area (m2) _____

Rates	\$ _____	Insurance (House & Contents)	\$ _____
Interest on Mortgage	\$ _____	Repairs	\$ _____
Power & Heating	\$ _____	Phone Rental	\$ _____
Business Toll Calls	\$ _____	Other	\$ _____
		If in rental property, rent paid	\$ _____

Documents should be available if required.

If during the year you have moved please advise details of your new address and the date you moved.

Do you receive any investment income – this includes interest, dividends, and all shares and rebates received from Farmlands, Ravensdown and Ballance, etc? If YES, **please supply details.**

Do you own a rental property? If YES, and the information is not in the data you are giving us, please supply details as follows:

Address of Property _____

Cost	\$ _____	Insurance	\$ _____
Rent Received	\$ _____	Interest	\$ _____
Repairs - please attach invoices	\$ _____	Rates	\$ _____
Other expenses	\$ _____		

Number of weeks tenanted: _____
Is the property residential or commercial? _____
Was any rental property bought or sold during the year? _____
If YES, please supply lawyer's settlement statement.

Income Protection Insurance – **please provide the annual tax statement provided by your insurer.**

Do you receive Family Assistance? We will need details of PIE income for both you and your children, plus children's interest and dividends received.

Do you or any of your family have a student loan?

Did you make any charitable donations during the year? Inland Revenue do not process your donation rebate until your tax return is filed.

If you require us to complete and file this form, please supply all donation receipts.

SIGNED: _____ DATE: _____