

## **BUSINESS INFORMATION CHECKLIST**

## **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.

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.

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	e check these items off when completed:		
	puter Systems – DO NOT ROLL OVER YOUR DATA UNTIL YOU KNOW THAT WE HAVE A COPY OF IT.		
$\Box$			
	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.		
Acco	unting 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 <b>List</b> (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 <b>List</b> (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, <b>provide list.</b>		
	Assets Purchased and Sold <b>List</b> , 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.		
	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.

u	Did you use your 'personal' vehicle for business? If so, please advise the distance travelled on business this year.		
	Vehicle type Total Travel for the year (including private) Business Travel	kms kms	
☐ Did	d you use a business vehicle for private purposes? Pl	ease advise distance travelled privately.	
	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)		
	Interest on Mortgage \$ Repairs Power & Heating \$ Phone Renta Business Toll Calls \$ Other	\$ operty, rent paid \$	
	Did you receive the COVID-19 Wages Subsidy by 31 March 2020? YES / NO  If yes above how many staff did you claim for  Full time Part time		
	Income Protection Insurance – please provide the of Do you receive Working for Families Tax Credits? If friends or family for day to day living expenses as we PIE income for both you and your children, plus child Do you or any of your family have a student loan? Did you make any charitable donations during the donation rebate until your tax return is filed.  If you require us to complete and file this form, please	so, do you receive any financial assistance from e will need details? We will also need details of dren's interest and dividends received.  year? Inland Revenue do not process your	
includi	re hereby authorised to communicate with my bankers, solicitorsing ACC (for ACC levy purposes), to obtain such information as ial statements and income tax returns.	s, finance companies and all government agencies,	
SIGNED: DATE:			