

For Preparation of Annual Financial Statements

Client: _____ Balance Date: _____
 Address:.....
 Phone: CellPhone: Fax:
 Email:

(To update our records)

Record Keeping System:

Tick the box that reflects the recording system you use, and send the associated documents.

BankLink

- Final bank statements as at your balance date.

Computer Software E.g. Landmark MYOB

- Copy of computer printouts – Cash Book Summary Report, Cash Book Details Report, Debtors / Creditors Report, Bank Reconciliation Report (Report names may differ depending on software used.)

Manual Cashbook, Other method
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- Bank statements for year.
- All Cheque butts with nature of the payment listed, e.g. purchases, fuel, drawings.
- Bank deposit books – with details of non business deposits.
- For stock transactions record number and type of stock e.g. 26 heifers

Included the following information

1. Stock on Hand at balance date. (at cost)
 Stock value \$ _____ Work in Progress Value \$ _____
Farmers Stock on Hand – Download and complete Livestock on Hand form.
2. Accounts receivable and accounts payable at balance date. Provide either;
 - Debtor / Creditor Computer Report at balance date.
 - Copy of Bank Statement 1 month after balance date with Debtors / Creditors highlighted
 - Download and complete Debtors & Creditors form
3. Copy bank statement showing balance at your balance date.
4. Mortgage Term Loan Summaries showing repayments, interest paid for the year and amount owing at balance date.
5. Details of assets purchased / sold / written off during year. Include description, date and value. We only need details of assets purchased over \$500 excl. GST.
6. GST returns and work papers. Please include your GST rate change adjustment calculation sheet.
7. Cash on Hand at balance date and not banked \$ _____
8. Hire purchase & lease agreements.
9. Interest / Dividend / Rebate Income details. Please provide certificates or statements

10. Additional Information required

a) Income

- Identify all non business income clearly e.g. funds introduced
- Were all takings banked into your business account? YES / NO
(If no please provide details)

b) Private Use of Business Expenses

- Telephone and Tolls _____ %
- Electricity and power. Please provide details.
- Business assets used or taken by you privately \$ _____ please provide details.

c) Motor Vehicle Use

If private vehicle has been used for business purposes, please provide logbook or list details below

Business Travel _____ km Total Distance Traveled _____ km

d) Use of Home as Office

What proportion of the house is set aside for business use? _____ %

Where information is available please provide the annual costs for:

- \$ _____ House and Contents Insurance
- \$ _____ Interest Paid on Mortgages
- \$ _____ Rates – please supply latest rates demand received.
- \$ _____ Power
- \$ _____ Repairs
- \$ _____ Any other house Expenses (include details)
- \$ _____ If house or flat rented – total rents paid

e) Legal Expenses

Provide relevant documents and details of all legal expenses. For example Settlement Statement, Sale & Purchase agreement, Solicitor Invoices.

f) Donations & Housekeeper

Tax credits are available for charitable and school donations, kindergarten, housekeeper, and childcare costs. Receipts are required to claim this tax credit.

g) Working for Families Tax Credits

Include your entitlement certificate or provide names, DOB and IRD numbers for all children under your care.

h) Is there any other information that may help the preparation of your tax return?

Please provide any information you feel is relevant.

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