

<b>Name:</b>	<b>Balance Date: 31 March 2009</b>
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## ANNUAL BUSINESS CHECKLIST 2009 Financial Year

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

Identify and provide the information we need to prepare your financial accounts.

Minimise the queries from us during the preparation of your financial accounts.

Ensure we can complete your financial accounts within four weeks.

It also helps us meet the quality control standards that are required of us as members of the Institute of Chartered Accountants of New Zealand.

This checklist is in several parts as detailed below. Please complete all of the compulsory sections. The other sections only need to be completed if they apply to your business.

Section	Status
Update Personal Details / General Checklist	Compulsory
Records Folder Checklist	Compulsory
Personal Income Checklist	Compulsory
Business Information Checklist	Compulsory
Accounts Receivable / Debtors (Form A)	If Applicable
Accounts Payable / Creditors (Form B)	If Applicable
Sale or Purchase of Assets (Form C)	If Applicable
Livestock on Hand (Form D)	If Applicable

### Update of Personal Details

Postal Address			
Home Address			
Email Address			
Home Phone		Fax	
Work Phone		Mobile	
Name		Date of Birth	
Name		Date of Birth	

(Your date of birth is useful as it can help with tax planning / retirement planning issues and help gain discounts on ACC policies.)

We will send your financial information in electronic format. Please indicate if you do not wish to receive it this way.

Would you like a copy of your financial information to be sent to your bank?    YES / NO

**Name:** \_\_\_\_\_

Bank details for refunds from the IRD:

Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

Bank/ Branch \_\_\_\_\_

Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

*I/We hereby instruct Findlay & Co to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2009. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.*

*I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.*

*All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.*

*I/We also accept that Findlay & Co has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at the discretion of Findlay & Co. I/We accept that any collection costs incurred by Findlay & Co will be fully recoverable from me/us.*

*You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.*

*You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities*

Person to Contact with Queries \_\_\_\_\_

Phone Number \_\_\_\_\_

Client Name \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**Name:**

**General Checklist**

	How many hours per week do you work in your business? (This information is for the Benchmark Report)	Self _____ Ptnr _____
	How many staff do you have? (This information is for the Benchmark Report)	F/T _____ P/T _____
	What are the average hours per week worked by your employees? (This information is for the Benchmark Report)	F/T _____ P/T _____
	Please advise your latest property valuations.	Dwelling _____ Other Property 1 _____ Other Property 2 _____

**Records Folder**

Do you receive one of our Client Records Folders?

If yes, complete this page.

If no, go directly to the next page (Personal Income Section) and complete the remainder of this checklist (ignore any references to Client Records Folders)

Please work through each of the tabs in the Records Folder we provided to you last year and check that the appropriate information is filed correctly where applicable.

Tab Name	Checked ü
Checklist / Coding Info	
Tax Return Information	
Computer Reports* *see following for reports required	
Bank Statements	
IRD Returns	
Other Documents	
Income	
Tax Invoices / Statements	

In addition, please work through the following questions and file the appropriate information in the dividers specified.

**Name:**

**\*Computer Reports**

Please provide the following information (where applicable):

**Provided**

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Annual Accounts prepared by yourselves (including Statement of Financial Performance and Statements of Financial Position).	
General Ledger printout for the financial year (including detailed transaction list in account sequence).	
Trial Balance printout for the financial year.	
Aged Trial Balance for accounts payable (or list details).	
Aged Trial Balance for accounts receivable (or list details).	
Bank Reconciliation and a copy of the bank statement.	
Stock figure (provide calculations or computer report).	
GST Reconciliation and a copy of the GST Returns.	
Loan / hire purchase statements to prove balances at year end.	
Details of assets purchased or sold (if not already provided).	
Any other documents to prove Statement of Financial Position items.	
Interest / dividend / rebate notices.	
Details of any lease commitments including Annual Lease Payments and Lease Expiry Dates.	
Details of any transactions that may materially affect the profitability or solvency of your business, Eg, pending court cases or disputes.	
Details of any agreements or contracts entered into prior to your balance date that commit your business to significant capital expenditure.	
Copies of invoices for: Legal expenses Overseas business travel (diary record of business and private days) Repairs and maintenance over \$200 Entertainment.	

**Personal Section**

1)	<b>Income</b> Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
	<b>Rebate Information</b> How many weeks of the year were you in paid employment for at least 20 hours per week?	_____	
	<b>Other Income</b> Did you receive any other income, for example, estates or trusts, overseas, annuity or pension? If yes, please file details in the Tax Return Information divider.	Yes	No

**Name:**

<p><b>Family Assistance</b>          Did you receive Family or Child Support during the year?          If yes, please file details in the Tax Return Information divider including names and dates of birth of your children and the date that any of them left school.</p>	Yes	No
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**Business Section**

2)	<p><b>Accounts Receivable</b>          Do you have any accounts receivable as at your balance date? (Money owing to you.)          If yes, complete Form A (attached) and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Bad Debts</b>          Were any bad debts written off in the financial year?          If so what was the total value (excluding GST)?</p>	Yes	No \$ _____
	<p><b>Accounts Payable</b>          Do you have any accounts payable as at your balance date? (Money you owe to others.)          If yes, complete Form B (attached) and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Sale / Purchase of Assets</b>          Did you sell, purchase or stop using any assets in your business in the past year?          If yes, complete Form C (attached) and file in the Tax Invoices/Statements divider.</p>	Yes	No
	<p><b>Livestock on Hand (Farmers)</b>          Do you have any livestock on hand at your balance date?          If yes, please complete Form D (attached) and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Stock On Hand (Businesses)</b>          Please provide the value of your stock on hand at your balance date (GST exclusive) and file this in the Checklist/Coding Info divider.          If your stock is below \$5,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts.</p>		\$ _____
	<p><b>Stock On Hand (Businesses)</b>          How is your stock on hand valued?          Select lower of: Cost / Selling Price / Replacement Value</p>		Cost Selling Replacement
	<p><b>Stock On Hand (Businesses)</b>          Have you written off a substantial amount of stock that will affect your gross profit?          You must have physically dumped any stock that you have not valued.          If yes, please provide details of this, including value and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Work In Progress (Businesses)</b>          Do you have any work in progress at your balance date? If yes, please state the dollar value and file details in the Checklist/Coding Info divider.          (Work in progress (cost price excluding GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then it should be included in your creditors listing.)</p>	Yes	No \$ _____

**Name:**

	<p><b>Cash On Hand</b> Please provide the GST inclusive figure of unbanked takings, petty cash and till float that has not been included in your bank reconciliation at your balance date.</p>	\$ _____	
	<p><b>Holiday Pay</b> Did you pay any holiday pay within the first 63 days after this balance date? If yes, please file details in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Loans / Hire Purchases</b> Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at your balance date, statements, summaries and / or documentation of the new agreements or any change in borrowings. Please file these in the Other Documents divider.</p>	Yes	No
	<p><b>Business Deposits</b> Has all business income been deposited into the business bank account? If not, please provide the date, amount including GST and details of the items not deposited and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Non Business Deposits</b> Were there any deposits made into your business bank account that were not business income? If yes, please provide the date, amount including GST and details of the items and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Business Expenses Paid Privately</b> Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount including GST and details of the items and file in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Bartercard or Swap Schemes used Personally</b> Were any of your Bartercard or Swap Scheme transactions used for personal use? If yes, please provide details of these and file separately in the Bank Statements divider.</p>	Yes	No
	<p><b>Goods for your Own Use</b> Did you use any business goods or products for your own use, for example, commercial clients – work products or staff used at home, farming clients – milk, meat or produce? If yes, please supply details and file in the Checklist/Coding Info divider.</p>	Yes	No

**Name:**

<b>Office at Home / Workshop</b>			
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:			
Business Area:	_____ M2	Cost of House & Section \$	_____
Total Area:	_____ M2	Cost of Section	\$ _____
Power	\$ _____	Construction Materials: (timber, brick etc):	_____
Insurance (Building & Contents)	\$ _____		
Interest (House Mortgage)	\$ _____		
Rates	\$ _____		
Repairs & Maintenance	\$ _____		
Other	\$ _____		
<b>Total</b>	<b>\$ _____</b>		

**Name:** \_\_\_\_\_

	<p><b>Contingent Liabilities</b>          Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute?          If yes, please provide details of these and file them in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Lease Commitments (Premises/Vehicles)</b>          Please provide the value of any Annual Lease Payments and the Lease Expiry Date.</p>	\$ _____  ____/____/____	
	<p><b>Capital Commitments</b>          Did you enter into any agreements or contracts prior to your balance date that commit your business to significant capital expenditure?          If yes, please provide details of these and file them in the Checklist/Coding Info divider.</p>	Yes	No
	<p><b>Key Expenses</b>          Please file copies of the following expenses in the Tax Invoices/Statements divider:</p> <ul style="list-style-type: none"> <li>• Legal expenses</li> <li>• Repairs and maintenance over \$500</li> <li>• Entertainment</li> <li>• Overseas business travel (include a diary record of business and private days)</li> <li>• ACC levies paid</li> <li>• Insurance</li> </ul>		
	<p><b>Motor Vehicles (Non companies)</b>          Have you updated your log book in the last three years?          If yes, please provide the vehicle model, percentage business usage from your log book for each vehicle you use and file in the Checklist/Coding Info divider.</p>	Yes	No

**Motor Vehicles**

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

**Vehicle Description:** \_\_\_\_\_

Business            \_\_\_\_\_    km  
 Total                \_\_\_\_\_    km  
 Percentage Business    \_\_\_\_\_    %

**Vehicle Description:** \_\_\_\_\_

Business            \_\_\_\_\_    km  
 Total                \_\_\_\_\_    km  
 Percentage Business    \_\_\_\_\_    %

§ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

§ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

\_\_\_\_\_  
 \_\_\_\_\_



NAME: \_\_\_\_\_

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg you purchase \$100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, eg purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

**ACCOUNTS PAYABLE (Creditors)**

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE				
Inland Revenue Department	FBT				
Inland Revenue Department	RWT				
<b>TOTAL ACCOUNTS PAYABLE</b>			\$	\$	\$

