

**INFORMATION REQUIRED FOR FINANCIAL STATEMENTS
AND TAXATION RETURNS**

NAME: _____ BALANCE DATE 31 MARCH 2017

1 Bank Statements

All bank statements from your business cheque account from 1 April 2016 to the statement past 31 March 2017. Include statements from any investment and/or term deposit accounts. If any statements are missing, please get a copy from the bank. Write descriptions of the cheques and deposits on the left hand side of your bank statements.

2 Cheque Books

All cheque book butts should be supplied to identify business and personal expenditure. With Inland Revenue Department payments, please advise the nature of the payment i.e. ACC Levies, GST, Terminal Tax, Provisional Tax, PAYE or FBT.

3 Deposit Books

All deposit books should be supplied to identify the source of the deposit. Clearly mark GST refunds or capital introduced as opposed to sales or contract earnings.

4 Tax Invoices and Receipts

These should be available if required. Please note that these must be held onto for seven years, which is an Inland Revenue Department requirement.

5 Legal Documents

Provide all copies of all solicitors' statements and hire purchase agreements.

6 Wage Records

Copies of all your wage records including the wage book, monthly IR345's and employers monthly schedules.

7 Unbanked Income

Confirm all business income was banked into your business cheque account.

YES / NO

If not, state the amount of unbanked business income and where it went.

\$ _____

8 Cash on Hand at Balance Date

(a) Till Float \$ _____

(b) Unbanked Sales \$ _____

8a Business Expenses Used for Private Use

Some business expenses may be used for private use. If so
Please indicate value of goods for private use. \$ _____

9 Stock

The total value of your "trading stock" at 31 March 2017. Trading stock is goods purchased which are subject to a mark-up and sold at a profit. Value your stock at cost (i.e. what it cost you) excluding GST. Make a stock list on the attached form (refer to WP "K")

\$ _____

10 Work in Progress

The total of your work in progress at 31 March 2017 valued at cost excluding GST. Make a progress list on the attached form (refer WP"K/1").

\$ _____

11 Livestock

If you are a Farmer a stock count of your different classes of livestock at 31 March 2017 will have to be performed. Use the attached stock list sheet to record your stock list (refer to WP "K/2").

12 Debtors

Debtors are people that owe you money at 31 March 2017 for work you performed for them before the balance date. Use the attached form to compile your debtors list (refer to WP "N").

\$ _____

13 Creditors

Creditors are people that you owe money to at 31 March 2017 for work they performed for your before the balance date. Use the attached form to compile your creditors list (refer to WP "O").

\$ _____

14 Business Expenses Paid Expenditure Personal Funds

All business expenditure is tax deductible whether it was paid by cheque or in cash. Hence use the attached form to compile a list of business expenditure paid from your own personal funds (refer to WP "V") i.e. business expenditure paid from sources other than your business cheque account.

15 Fixed Assets

- (a) Please provide details of assets purchased or sold during this financial year. Supply tax invoices and/or purchase agreements to verify the transaction.
- (b) Check last years fixed asset and depreciation schedule and advise of any discrepancies and/or assets scrapped.

16 Goods and Services Tax

Please provide all GST returns for the financial year.

17 Fringe Benefit Tax

Please provide all FBT returns for the financial year.

18 Motor Vehicles

Please provide figures below and supply a log book. Note that a log book need only be maintained for three months which is a sample for three years. If a log book is not maintained a maximum of only 25% running costs and depreciation can be claimed.

<u>Vehicle</u>	<u>Total KM</u>	<u>Private KM</u>	<u>Private %</u>
_____	_____	_____	_____
_____	_____	_____	_____

19 Home Office Expenditure

If you use part of your home for business purposes, a home office can be claimed. Please provide details on the attached sheet (refer to WP "U").

20 Changes in Business

Has there been any change in the nature of your business in this financial year? **YES/NO**

If so, provide a brief description of the change below:

21 Taxation Return Details

(a) Please provide details of the following sources of income:

- i) Interest Received
- ii) Dividend Received
- iii) Rents and Pensions
- iv) Working For Families Tax Credits Received

(b) Please provide details of the following rebates:

- i) Donations (I need receipts for these donations)
- ii) Paying for childcare or a housekeeper (receipts needed please)

22 Working For Families Tax Credit (WFFTC)

If you have dependant children you may be entitled a Working for Families Tax Credit, depending on your family income and the number of dependant children. Please provide the following details:

Amount of WFFTC received 1/4/2016-31/3/2017 \$ _____

IRD numbers for the children.

Birth certificate if children **have not** got IRD numbers.

Name of Child	Date of Birth	IRD Number	Date Left School
_____	___/___/___	_____	___/___/___
_____	___/___/___	_____	___/___/___
_____	___/___/___	_____	___/___/___
_____	___/___/___	_____	___/___/___
_____	___/___/___	_____	___/___/___
_____	___/___/___	_____	___/___/___

23 Computer Records

Please provide all computer records for the year.

STOCK LIST AS AT _____ (WP "K")

STOCK ITEM	UNIT PRICE	AMOUNT	TOTAL PRICE
		TOTAL:	

WORK IN PROGRESS AS AT _____ (WP "K/1")

JOB	TOTAL COST OF "A" (Cost Less GST)	% OF JOB COMPLETED "B"	"A X B"
		TOTAL:	

DEBTORS AS AT _____ (WP" N")

NAME	NET \$	GST \$	TOTAL \$
		TOTAL:	

CREDITORS AS AT _____ (WP "O")

NAME	Goods & Services	CODE	NET AMOUNT \$	GST \$	TOTAL \$
IRD	March 2017 PAYE	375/258		xxxxxxxxx	
				TOTAL:	

HOME OFFICE DETAILS

Valuation of House (G.V): _____

Material House is made out of: _____

Total Area of House: _____

Total Area of Home Office: _____

Therefore Home Office to
House Percentage is: _____ %

HOME EXPENSES 1/4/16 TO 31/3/17

Interest on Mortgage: _____

Insurance (House & Contents): _____

Power: _____

Telephone: _____

Rates: _____

Repairs & Maintenance: _____

Depreciation
(I will calculate this): _____

TOTAL = _____

X %

Home Office Claim _____

CHECK LIST

Please use this checklist to ensure you have given me everything needed to complete your accounts.

From 1 April 2016 to 31 March 2017

YES

NO

N/A

	YES	NO	N/A
Bank Statements			
Cheque Book Butts			
Deposit Books			
Cash Books			
Interest Received Statements			
Suppliers Statements (Tax Invocies)			
Wage Records (IR345)			
Stock List			
Work In Progress List			
Debtors			
Creditors List			
Business Expenses Paid ex Personal funds			
Legal Documents			
Cash on Hand at Balance Date			
Livestock List			
Fixed Assets Purchased/Sold			
Mortgage/Loan Documents			
GST Returns			
FBT returns			
Motor Vehicle Details			
Home Office Details			
Donation Receipts			
Childcare/Housekeeper Receipts			
Family Assistance			
Computer Records			