

Financial Statements Checklist (Questionnaires)

Please file the following in this section:

- Financial Statements Checklist (Annual Questionnaires)
(We send the Financial Statements Checklist Questionnaire to you near your Balance Date. Please file behind this divider once completed and signed)

Tax Return Information

Please file the following information in this section:

- Interest Certificates
- Dividend Certificates
- Overseas Income Received
- Income and Expenses for rental investment properties
- Income Protection Insurance details
- Donation Receipts
- School Fees Receipts
- Housekeeper or Child Care Receipts
- Working for Families Tax Credits IRD Summary

Computer Reports

Please provide us with a back up disk of your Financial Statements data and the following computer records for the full twelve months:

- A Trial Balance or Cashbook Summary Report
- A Cash Flow Report, if your system provides one
- Bank Reconciliation as at year end, for all bank accounts
- A General Ledger (detailed list of transactions, sorted by account code)

Bank Statements

Please file the following in this section:

- Last bank statement for your financial year for each business, cheque and savings account

or

- Bank statements covering your financial year for each business, cheque and savings account, filed in date order

Income

Please file the following in this section:

- All credit notes for dairy produce, livestock and produce sales
- All credit notes for rebates

Expenses and Tax Invoices

Please file the following in this section:

- File your paid accounts in cheque number order. Write the cheque number on the top right hand corner of the invoice or statement
- Direct Debit and Automatic Payments can be filed in date paid order
- Expense receipts for where private vehicles have been used in the business can be grouped together in this section

Home Office Information

Please file the following in this section:

- Power / Gas
- Rates (including Water Rates)
- House Insurance
- Repairs
- Mortgage Interest
- Any other expenses relating to your house

Credit Card Statements

Please file the following in this section:

- All Credit card statements
- All relevant receipts

Expenses Paid in Cash or from Private Account

Please file the following in this section:

- All receipts for business expenses paid in cash
- All relevant receipts for expenses paid from your private account
- Bank Statements from private account where relevant

Expenses Paid in
Cash

Wages and ACC

Please file the following in this section:

- Wages
 - Employer Deductions (IR345)
 - Employer Monthly Schedules (IR348)
 - PAYE Statements from IRD

- ACC Levy Statements and Invoices
 - Any correspondence from ACC about your levies - e.g.Instalment Arrangements.

Assets

Please file the following in this section:

- All invoices and documents relating to the sale or purchase of assets
- Property Rateable Valuation Statements issued during the year

Loans, HPs and Leases

Please file the following in this section:

- Hire Purchase agreements or Leases entered into during the financial year
- Loan Documents
- Mortgage Documents
- Loan Statements covering the full financial year

GST and FBT

Please file the following in this section:

- Copies of GST returns filed with IRD
- All GST return worksheets
- GST Statements received from IRD
- Copies of FBT returns filed with IRD
- FBT Statements received from IRD

Other Documents

Please file the following in this section:

- Sale and Purchase agreements relating to the purchase or sale of any business or property
- Legal Statements for the purchase or sale of any business or property
- Term Deposit statements for the full financial year
- Investment Advice Notices
- Any other documents you think may be of interest to us