

Records Required

Name:

	√	Comments
Computer Generated Information		
1) Printout of account/ledger summary	<input type="checkbox"/>	
2) Printout of reconciled bank reconciliation and copy of last bank statement at balance date for all bank accounts	<input type="checkbox"/>	
3) Printout of detailed ledger or a backup disc	<input type="checkbox"/>	
4) Copy of Creditor Control/Reconciliation Report	<input type="checkbox"/>	
5) Copy of Debtor Control/Reconciliation Report	<input type="checkbox"/>	
Program Used _____		
Version# _____		
Manual System		
1) Cashbook – written up with bank reconciliation completed and including one month past balance date.	<input type="checkbox"/>	
2) Bank Statements – All business accounts including any savings accounts and term deposits, check butts and deposit books- with full details on all butts up to one month after balance date.	<input type="checkbox"/>	

Loan Statements

Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
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Employers – Wages paid to Employees

Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD	<input type="checkbox"/>	
Or		
Send a copy of your Employer Monthly Deductions Schedule (IR 345 green form).	<input type="checkbox"/>	

Fringe Benefit Tax (FBT) Returns

Supply copies of Fringe Benefit Tax (FBT) returns and work papers	<input type="checkbox"/>	
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Goods and Services Tax (GST) Returns

Supply copies of Goods & Service Tax (GST) Returns and work papers	<input type="checkbox"/>	
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Interest and Dividend Certificates

Supply copies of certificates	<input type="checkbox"/>	
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Accounts Receivable (Debtors) see attached Schedule 1

All accounts or amounts owing to you at balance date should be scheduled but exclude any which you are reasonably sure, won't be paid. Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note.	<input type="checkbox"/>	Total at Balance Date \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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Legal Documents/Loans/Hire Purchase**Name:**

Please attach any solicitor's statements and Sale & Purchase Agreements relating to any legal transactions during the year. Please also include Statements & Agreements relating to any mortgages, hire purchase, lease or loans.	<input type="checkbox"/>	
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Property Valuation

Please include a copy of the latest Quotable Valuation for any properties you own.	<input type="checkbox"/>	
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Insurance policies and ACC Levies

Please include a copy of the latest Insurance policies and ACC levies paid to ensure all are deductible	<input type="checkbox"/>	
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Private Use

Value of goods taken for private use at their cost price <ul style="list-style-type: none"> • Attach details for goods, produce/cash taken for your own use during the year • Enter the value of private tolls for year \$ _____ • Ensure business and private insurances have been separated and described (including personal accident/sickness policies) • Ensure business and private power have been separated and described 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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Expenses paid in Cash or from Personal Funds

Please provide a list if applicable.	<input type="checkbox"/>	
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Motor Vehicles	Home Office Expenses
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: Vehicle Description _____ Business _____ km Total _____ km Percentage _____ % Vehicle Description _____ Business _____ km Total _____ km Percentage _____ % 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. NOTE: Not required where FBT applies	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Business Area _____ M Total Area _____ M Power \$ _____ Insurance \$ _____ (Building Only) Interest \$ _____ (House Mortgage) Rates \$ _____ Repairs and Maintenance \$ _____ Other \$ _____ Total \$ _____ Cost of House and Sections \$ _____ Cost of Section \$ _____ Construction materials:(timber, brick etc) _____

**Thank you for completing this questionnaire
Don't forget to sign on Page 1**

