

**Business Checklist:**

Personal Details:	
Name:	
Balance Date:	
Address: <i>Please include PostCode:</i>	
Business Phone:	
Home Phone:	
Mobile:	
Fax/other:	
Email:	

**To: Barnes Mossman Ltd - Terms of Engagement**

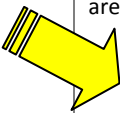
I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided 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.

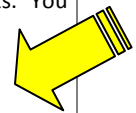
The complete terms of engagement are set out in our engagement letter previously issued to you.

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

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and other persons or government organisations 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.



**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Can we provide any assistance in, or further information about:	Yes	No
Monthly/quarterly management reporting		
Cashflow forecasting and/or budget preparation		
Business valuation		
Trusts, wills and or succession planning		
Human Resource issues		
Insurance needs (both business and personal)		
Investment advice and financial planning		
Any specific business issues you may be experiencing		
Provision of Industry Benchmark results		
Would you like us to supply a copy of your annual accounts to your bank?		

- Please **CAREFULLY** complete ALL of the following questions and provide the relevant information.
- Record any additional or supporting comments on this checklist or attach a separate sheet if required.
- Should you require any assistance completing this form, please contact one of the Barnes Mossman team.

**SECTION A: How do you process your financial information:**

Computer Generated Information e.g. MYOB, Xero, Concept Cash Manager	Supplied	
	Yes	N/A
<i>Method 1 (preferred): Send in a backup and provide:</i>		
<ul style="list-style-type: none"> <li>• Program used: _____</li> <li>Version number: _____</li> <li>Username: _____</li> <li>Password: _____</li> </ul>		
<ul style="list-style-type: none"> <li>• Copies of bank statements for <b>all</b> bank accounts showing closing balance at balance date</li> </ul>		
<ul style="list-style-type: none"> <li>• <i>Please note</i> that we may be able to obtain some of the information requested in Section B directly from your computer system. In this situation, please annotate accordingly beside each area.</li> </ul>		
<i>Method 2: No backup and provide copies of:</i>		
<ul style="list-style-type: none"> <li>• Ledger summary</li> </ul>		
<ul style="list-style-type: none"> <li>• Detailed general ledger</li> </ul>		
<ul style="list-style-type: none"> <li>• Creditor control/reconciliation report</li> </ul>		
<ul style="list-style-type: none"> <li>• Debtor control/reconciliation report</li> </ul>		
<ul style="list-style-type: none"> <li>• Bank statements for all bank accounts showing closing balances at balance date</li> </ul>		
<b>Manual Cashbook:</b>	Yes	N/A
<ul style="list-style-type: none"> <li>• Cashbook written up with bank reconciliation completed up to and including one month past balance date</li> </ul>		
<ul style="list-style-type: none"> <li>• Copies of bank statements for <b>ALL</b> bank accounts showing closing balance at balance date</li> </ul>		
<b>Bank Statements:</b>	Yes	N/A
<ul style="list-style-type: none"> <li>• Bank statements for <b>ALL</b> business accounts including, savings, term deposits up to and including one month after balance date</li> </ul>		
<ul style="list-style-type: none"> <li>• Cheque butts and deposit books – with full details on all butts up to one month after balance date</li> </ul>		
<b>Were there any significant transactions during the year? e.g. land sale or purchase, refinance?</b>		
<i>Please comment:</i>		



<b>Capital Expenditure (Fixed Assets) – see attached Schedule 3</b>	<b>Yes</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>List details of assets purchased, sold or written off during the year. Where applicable provide copies of: <ul style="list-style-type: none"> <li>Hire Purchase or loan agreements</li> <li>Lease Agreements</li> <li>All legal statements and agreements</li> <li>Trade in details</li> <li>Lost, stolen or scrapped items</li> <li>Copies of tax invoices</li> </ul> </li> </ul>		
<b>Interest and Dividend Certificates</b>	<b>Yes</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Copies of certificates</li> </ul>		
<b>Legal Documents</b>	<b>Yes</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Attach any: <ul style="list-style-type: none"> <li>Solicitors Statements &amp; Sale and Purchase Agreements</li> <li>Mortgage Agreements</li> <li>Hire Purchase or Lease Agreements</li> </ul> </li> </ul>		
<b>Property Valuation</b>	<b>Yes</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Copies of the latest Quotable Valuation for any properties you own</li> </ul>		
<b>Employers – Wages paid to Employees</b>	<b>Yes</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>A month by month summary of Gross Wages and PAYE deductions as returned to the IRD <b>or</b></li> <li>A copy of your Employer Monthly Deductions Schedule (IR345)</li> </ul>		
<b>Miscellaneous Expenses</b>	<b>Yes</b>	<b>N/A</b>
Attach copies of invoices relating to any of the following:		
<ul style="list-style-type: none"> <li>Insurance policies</li> <li>ACC invoices or repayment schedules</li> <li>Repairs and maintenance expenses over \$500</li> <li>Overseas business travel</li> </ul>		
<b>Donations</b>	<b>Yes</b>	<b>N/A</b>
A donation is an unconditional gift only if the giver receives nothing in return.		
If a company makes a donation to a donee organization, it can claim a deduction. The maximum deduction allowable is limited to the amount of the Company's net income, calculated before taking the donation into account. Approved donee organizations can be found at: <a href="http://www.ird.govt.nz">www.ird.govt.nz</a> under the tab "Non-profit organizations" & "Donee organizations".		
<ul style="list-style-type: none"> <li>Provide receipts if applicable</li> </ul>		
<b>Transactions not processed through the Business Bank Account</b>	<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Were all sales banked into your business bank account? If no, list the amounts not banked and when they were lodged <ul style="list-style-type: none"> <li>Paid as wages</li> <li>Taken as personal drawings</li> <li>Banked into other bank accounts</li> <li>Other</li> </ul> </li> </ul>		
	\$	
	\$	
	\$	
	\$	

Private use		Yes	N/A		
<ul style="list-style-type: none"> <li>Attach details of goods taken for your private use during the year \$ (cost price)</li> </ul>					
<ul style="list-style-type: none"> <li>Enter the value of any private tolls made during the year \$</li> </ul>					
<ul style="list-style-type: none"> <li>Provide any details of private insurance paid by the business</li> </ul>					
<ul style="list-style-type: none"> <li>Provide any details of private power paid by the business</li> </ul>					
Business expenses paid from personal funds		Yes	N/A		
<ul style="list-style-type: none"> <li>Provide details if applicable</li> </ul>					
Home Office Expenses					
If part of your home is set aside for use as an office or workshop or storage area, please provide the following details:					
<ul style="list-style-type: none"> <li>Business Area: square metres</li> </ul>	<ul style="list-style-type: none"> <li>Total Area: square metres</li> </ul>				
		Total cost:			
<ul style="list-style-type: none"> <li>Power</li> </ul>		\$			
<ul style="list-style-type: none"> <li>Insurance – house</li> </ul>		\$			
<ul style="list-style-type: none"> <li>Insurance – contents</li> </ul>		\$			
<ul style="list-style-type: none"> <li>Interest on mortgage</li> </ul>		\$			
<ul style="list-style-type: none"> <li>Rates</li> </ul>		\$			
<ul style="list-style-type: none"> <li>Repairs and Maintenance (provide details)</li> </ul>		\$			
<ul style="list-style-type: none"> <li>Other (please detail)</li> </ul>		\$			
Vehicles					
<p>Motor vehicle expenses are generally deductible if the vehicle is used to help earn income for the business. If the vehicle is not used <b>exclusively</b> for the business (travelling to and from home is not a business related expense), then you are not able to claim 100% of the vehicle expenses.</p> <p>To help us determine, what vehicle expenses can be claimed please complete the following:</p>					
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
Make					
Model					
Registration no.					
Vehicle type eg. Ute, Light pickup, Truck, Taxi, Minibus or Sedan					
Registered Owner					
Is the vehicle used exclusively for business Y/N					
Dates and Logbook kept (from and to)					
Is the vehicle available for employees (including shareholder employees) for private use?					
Does the vehicle have permanent signwriting? Y/N					
FBT Returns		Yes	N/A		
<ul style="list-style-type: none"> <li>If you complete your own FBT returns provide copies of returns and supporting paperwork</li> </ul>					

**SCHEDULE 1: Accounts Receivable (Debtors)**

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you have not yet received payment for. These are not to be included in Work In Progress.

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

<b>Name:</b>	<b>Details:</b>	<b>GST exclusive Amount:</b>	<b>GST:</b>	<b>GST Inclusive Amount:</b>
<b>TOTAL ACCOUNTS RECEIVABLE:</b>		\$	\$	\$

**SCHEDULE 2: Accounts Payable (Creditors)**

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, e.g. you purchase \$100 of stock, receive an invoice dated March, but don't pay for the invoice until April, yet the goods are in 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

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

**SCHEDULE 3: Fixed Assets**

List details of assets purchased, sold or written off during the year.

Assets costing under \$500 (GST exclusive) can usually be fully claimed as an expense when purchased provided:

- They do not become part of, or an upgrade to, another asset, and
- They have not been purchased at the same time, from the same supplier, as another asset and the total cost is not more than \$500.

Full and complete information on any asset purchases should be provided to us to help maximize tax savings. As an example, when large fixed assets are acquired, it is sometimes possible to show each component separately to maximize the depreciation claim. Where applicable provide copies of:

- Copies of tax invoices
- Hire Purchase or Loan agreements
- Lease agreements
- All legal statements and agreements
- Trade in details

Due to changes in the depreciation rates, it is important that we know the **acquisition** date of new assets, not just payment date.

Assets Purchased/Sold					
Sale or purchase	Acquisition or sale date	Asset	Sale/cost price GST exclusive	New or Used (for purchases)	How financed

Please review the Fixed Asset Schedule in your previous year’s Financial Statements and note any assets that you are no longer using in the business.

Assets No Longer Used	
Item name	Reason for write off