

# Financial Statement Checklist 2024



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

Balance Date: 31 March 2024

Postal Address: .....

Telephone No:..... (Work) .....(Home)

..... (Mobile) ..... (Fax)

Email Address: .....

Please advise if you would prefer us to visit you and collect your records.

**IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.**

Tick if Applicable otherwise enter N/A

*The following information may be required to complete your annual financial statements. If applicable, please tick the appropriate box and provide details.*

## Records Required:

### Records required

1. **Cashbooks** - (inwards & outwards) or **Computer Records** (trial balance and ledger printout and computer disk with backup of system) - summarised for the year and reconciled to the Bank Statement, and with GST showing separately on each item

### Bank Reconciliation Statement

#### Name and version of Software used

Software.....

Version ..... Password .....

**Bank Statements** for the year for all business bank accounts plus one month after balance date (Check: are they all there?)

**Cheque Butts** (Check: all there and clearly detailed?) - Plus one month after balance date

**Deposit Books** (Check: all there and non-business deposits or unusual items clearly marked)

**Credit Card** or money management account statements where used for business **with details.**

*All information is required where applicable. Time spent seeking information not originally provided may increase costs.*

- Day Books** (for sales and takings)
- 2 **GST**
- Copies of GST Returns for the full year
- All details showing how GST totals in returns were calculated
- 3 **FBT**
- Copies of all returns for the year
- All details of Fringe Benefits - taxable or reimbursed
- 4 **Log Book**
- If you have completed a new log book this year, please provide us with the book. A log book must be maintained for every vehicle used **partly** for business **unless** you have paid FBT for it. (Must show **total** mileage and total **business** mileage for a period of at least 3 consecutive months. This record will apply for 3 years.)
- 5 **Wages**
- We require copies of employer monthly schedules (IR348)
- Your wage books
- 6 **Dividend or Interest Received**
- Attach Tax Deduction Certificates
- 7 **Insurance Premium Notices**
- Showing details of premiums on buildings, plant, vehicles, household and personal effects
- 8 **Investments**
- Provide details of the company and the number of shares or deposits held. Please provide details for the full year.
- 9 **Inventory**
- Stocktake** at year ended (valued at lower of cost or net realizable value GST excluded) - you must keep full stock sheets. **Note:** WIP for contractors and professional taxpayers must be accounted for if not yet billed out (i.e. material used, labour cost to date, portions of overheads)
- Work in Progress \$.....
- Raw Materials \$ .....

*All information is required where applicable. Time spent seeking information not originally provided may increase costs.*

**Inventory cont.**

Finished Goods \$.....

**Check** - is there any stock on consignment or sale or return?

Held by you -

Supplied by you -

**10 Accounts Receivable (Debtors) - GST Inclusive**

Value of debts owing to you at balance date after writing off all bad debts (complete attached list showing names and amounts) **See attached schedule** \$ .....

Bad debts written off during the year (supply list please) \$.....

**11 Accounts Payable (Creditors) - GST Inclusive**

Complete list of accounts owing by you at the balance date, giving details of what the account is for and showing the GST amount for each item separately. Include holiday pay accrual at balance date. **See attached schedule** \$

*or*

Alternatively **mark the cheque butts** when the accounts are paid subsequent to balance date. (Remember to include PAYE due)

**12 Cash**

Unbanked takings at balance date \$ .....

Petty Cash on hand \$ .....

Do you have a shop till float? If yes, how much? \$ .....

Was all income banked into the **Main Account**? YES/NO

If no, give details of income

- used for drawings \$ .....

- used to pay wages \$ .....

- used to pay other expenses (please list) \$ .....

- banked into another account \$ .....

**13 Payments made from other funds**

Give full of details of any business expenses which have been paid privately (eg, amount paid, to whom paid and nature of payment - wages, fuel etc)

.....  
.....

**14 Fixed Assets**

Changes during the past year - dates, prices and details of assets.

Details of vehicles/machines/property/office equipment etc.

	Date	\$GST incl	Description
Brought	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Sold/Traded	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Leased	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

(Enclose HP or lease agreement, lawyer accounts/statements, loan papers, independent valuations, GST invoices.)

**15 Term Liabilities**

**Mortgages, Debentures & Loans**

Most lenders provide annual certificates showing repayments during the year and the balance outstanding. Please provide certificates. Please provide details of any new loans raised during the year.

**16 General**

**Home Office Expenses**

If you use your home for any business activity, please complete the following:

Total floor area of house \_\_\_\_\_ SQM Floor Area used for business \_\_\_\_\_ SQM

- House and contents insurance \$ \_\_\_\_\_
- Interest paid on mortgages \$ \_\_\_\_\_
- Rates (attach last rate demand) \$ \_\_\_\_\_
- Repairs and maintenance (provide breakdown) \$ \_\_\_\_\_
- Telephone rental and business tolls \$ \_\_\_\_\_
- Power/heating \$ \_\_\_\_\_

**17 Private Use**

Portion of expenses incurred to be allocated as private

	\$	or	%	
Vehicles	_____		_____	<input type="checkbox"/>
Telephone & Tolls	_____		_____	
Power	_____		_____	
Goods for own use	_____		_____	

**18 Entertainment Expenses**

Please provide full details

**19 Solicitors Statements**

Please provide all statements for business transactions or the sale and purchase of assets

**20 Has there been any change in the nature of your business?**

YES/NO   
If Yes, please provide details

**21 Are there any contingent liabilities existing at year end? (lawsuits, guarantees etc)**

YES/NO   
If yes, please provide full details

**22 Any commitments under leases for plant and vehicles? (if so, please attach copies of the lease agreements.)**

**23 Any hire purchase contracts entered into this year?**

If so, please attach copies of the contracts.

**24 Cell Phone**

If your business owns and operates a cell phone, the IRD requires an adjustment to be made for private use. What percentage of cell phone usage is for private purposes?

**25 Rental Properties**

If you own any rental properties and a rental property questionnaire is not attached, please contact our office and we will send you one.

**26 Working for Families (Family Support) (if applicable)**

Name of Children	Date of Birth	IRD Number
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Please Note:** With the increased entitlement please ensure details are provided of all your children.

If your child has no IRD number, one will need to be applied for.

If your Taxation Calculations result in a **Refund** being due, **and** you are a Provisional Taxpayer, do you want that refund

Sent to you in full by **cheque**

**Direct Credited** in full to your nominated bank account:

*OR*

Used to offset your Provisional Tax liability, and/or ACC Levies, if any.

**Please provide any further details you may think relevant:**

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.....  
.....  
.....

**Terms of Engagement**

In supplying this information to **Murray Baxter Chartered Accountant**, I am requesting that they prepare my special purpose financial statements (except where the entity is a company) from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied. A copy of this disclaimer of liability will be attached to all special purpose financial reports.

I hereby give authority to **Murray Baxter Chartered Accountant** to communicate with and obtain information from my bank, finance and leasing company, the Inland Revenue Department or any other relevant organization in their completion of the annual financial reports.

I undertake to pay any accounting fees in full as they fall due on the 20<sup>th</sup> of each month for work started but not completed and at the completion of the work. This clause will not apply if an installment payment plan has been agreed in writing.

Client Signature .....

Date .....

