

Information Required For Financial Accounts And Tax Returns For The Year Ended 31st March 20.....

1/ Your details

Name of entity:

E-mail address:

Phone numbers: (mob) (work)

2/ Changes in activity

Has the nature of your business activity changed in the past 12 months? YES NO

If so, provide details:

3/ Bank records

Bank statements for the year for all business accounts. Please ensure all pages are sent.

Cheque butts and deposit books. A list of any un-presented cheques at balance date.

A list of any uncleared deposits at balance date.

Including business credit cards and any credit cards used for business expenses

4/ Cash Book or Accounting Package

N/A

Please ensure your cash book is reconciled to your bank statements at balance date (copy required).

Please print off the trial balance and general ledger (if using an accounting package)

5/ Cash transactions

N/A

Provide details of expenses paid with money from the till.

Provide details of petty cash payments e.g. petty cash book.

Provide details of any cash sales not deposited in your bank account.

6/ Debtors (people who owe you money)

N/A

Total (Including GST)

\$

Provide a listing of your debtors at balance date.

Note: All bad debts must be written out of your debtors schedule prior to the end of the financial year

7/ Creditors (people who you owe money to)

N/A

Total (including GST)

\$

Provide a list of your creditors, identifying what the payment is for and the amount.

Provide your PAYE for March, due April

\$

8/ Stock on hand

N/A

Value of stock (excluding GST) at balance date

\$

NOTE: If your turnover (incl GST) is \$1.3 million or less for the year and you estimate that your closing stock at balance date is less than \$5,000, then you are not required to value your closing stock. You can simply use the same figure as the opening stock.

- Stock on hand is normally valued at the lesser of cost or market selling value. Contact us if you are unsure.
- Identify the value of specific slow moving or obsolete stock & remove from stock total

9/ Work in progress (WIP)

N/A

Value of WIP (excluding GST) at balance date

\$

NOTE: WIP consists of costs of material, employee wages and overhead costs at balance date. Ensure you have a working paper to support your calculation.

10/ Fixed assets

N/A

If you purchased any assets during the year, provide a copy of the tax invoice or receipt, advise whether the assets are new or second hand, and details of any trade ins.

Provide a copy of any new hire purchase documentation.

Provide details of any assets that you sold or scrapped during the year.

11/ Business expenses paid personally

N/A

Provide details of business expenses that were paid from personal funds and not reimbursed.

12/ Goods and Services Tax (GST)

N/A

Provide copies of your GST returns and work papers.

13/ Fringe Benefit Tax (FBT)

N/A

Provide all your FBT returns and work papers for the year.

14/ Wages

N/A

Please provide monthly gross, Kiwisaver contributions, ESCT and PAYE totals for the year.

15/ Home Office

N/A

If you use your home for any part of your business please supply the following:

Rent paid (if you do not own your home)	\$
Interest on mortgage	\$
Rates paid	\$
Power paid	\$
Insurance paid – house	\$
Repairs to house (provide details)	\$
TOTAL	\$
Total area of home (if not previously provided)	sq mtr
Total area of home used for business (if not previously provided)	sq mtr
PJ Dick Calculation:	\$

16/ Motor Vehicle Expenses)

If you pay FBT on your motor vehicles, please skip to number 17.

From your log book, what was the business portion of vehicle usage %

What vehicle was the log book maintained for?

NOTE: You are required to maintain a log book for a consecutive 3 month period. The percentage of business use can be used for the following three years if it is indicative of your business use over those 3 years. After three years has ended, a new log book must be prepared.

17/ Private Usage

Provide details for any expenses paid by the business during the year, where there was some private use e.g. cell phones, home phone etc.

18/ Company administration

If you do not operate as a company, please go to section 19.

Was there a change in shareholding during the year? If so provide details.

Was there a change in directors during the year? If so, provide details.

19/ Loans/Debt

N/A

Provide statements in relation to all borrowings, showing the balance at balance date.

For new loans or refinancing, provide copies of the loan agreement.

20/ Rental Property

N/A

If you have a rental property, provide the following information:

Rent received for the year	\$
Interest on rental property mortgage	\$
Insurance paid	\$
Repairs & maintenance on rental property	\$
Provide details:	

Rates paid, not reimbursed by tenant	\$
Any bonds paid or refunded	\$
Body corporate fees (if applicable)	\$

If you purchased a new rental property during the year, provide a copy of the solicitor's settlement statement and any other relevant documentation.

21/ Tax return

In order to complete your tax return, ensure you have provided us with the following:

- Interest certificates
- Dividend certificates
- Copies of receipts for childcare
- Earnings certificates (if received from the IRD)
- Copies of receipts for all donations made, including school fees

Provide your rebate claim form if you have received one from the IRD

Did you receive any other income from other sources?
 If yes, provide details. YES NO

22/ Other Information

Are there any other details or information we may require or comments you wish to make?

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