

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:

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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

PJ Dick & Company Limited
Member of the CAANZ

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22/ Other Information

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

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