

**BUSINESS CHECKLIST RE DOCUMENTS & INFORMATION FOR  
FINANCIAL STATEMENTS AND TAX RETURN PREPARATION  
FOR A LIMITED COMPANY OR SOLE TRADER**  
(Document and information requirements)

<b>NAME</b>	
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<b>CLIENT PHONE/MOBILE</b>	
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<b>CLIENT CONTACT PERSON</b>	
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<b>CLIENT EMAIL</b>	
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<b>CLIENT ADDRESS</b>	
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Please ensure that this form is **COMPLETED IN FULL**.

If any section is not applicable to your business, please indicate as **N/A**

1.	BUSINESS ACTIVITY			
	Has the nature of your business activity changed in any way during the past 12 months?  If <b>YES</b> , please provide brief details below:  ----- ----- ----- ----- ----- ----- -----	<b>YES</b>	<b>NO</b>	<b>N/A</b>

2. CASH RECORDS				
(i)	<p><b>Computerised Cashbook/General Ledger</b></p> <p>Please include:</p> <p>(a) Trial Balance at 31 March 2025</p> <p>(b) Cash Ledger/General Ledger for the full year</p> <p>(c) Printout of Bank Reconciliation's – at 31 March 2025 and final bank Statement.</p> <p>(d) Back up disk/CD/Zip-disk/flash drive.</p> <p>(e) Brief details of software packages:-----</p> <p>(f) MYOB Live or Xero, please ensure you have Invited your Account Manager.</p> <p>Version: -----</p> <p>Password: -----</p> <p><b>OR</b></p>			N/A
(ii)	<p><b>Cash Book</b></p> <p>-Please provide your cash book reconciled and balanced to 31 March 2025.</p> <p>-Indicate clearly all deposits that are not normal business revenue.</p> <p>-e.g. sale of assets, tax refunds and GST refunds, capital introduced and highlight all personal drawings.</p> <p>-Please provide a copy of the 31 March 2025 bank statement(s).</p> <p><b>OR</b></p>			N/A
(iii)	<p><b>Bank Statements</b></p> <p>Please provide the full year's Bank Statements for <b>ALL</b> bank accounts.</p> <p>Please itemise entries</p>			
(iv)	Interest Withholding Tax Statements – please enclose.			
(v)	Credit Card Statements – where the card has been used for business expenses.			
3. BUSINESS RECEIPTS				
(i)	Was all business income banked in your business account?	YES	NO	
(ii)	If no, enter the amounts and where they were applied :-			\$-----
	a) For personal expenditure			
	b) For business expenditure			\$-----

	c) Lodged into other bank accounts (If significant, please provide separate schedule)			\$-----
(iii)	Was 80% or more of your business income from one source (i.e. a single company or group of companies?)	YES	NO	
4.	<b>WAGES RECORDS</b>			N/A
(i)	Please complete the attached schedule in respect of all salaries and wages paid during the year/period ended 31 March 2025.			
(ii)	Please include copies of all ACC invoices.			
5.	<b>CASH ON HAND AND LAST BANKING</b>			N/A
	Amount of cash on hand at balance date, and not yet banked			\$-----
	Last business banking deposit \$ ..... Date: ..... for the year ended 31 March 2025.			
6.	<b>ACCOUNTS RECEIVABLE/DEBTORS</b>			N/A
(i)	Please complete the schedule attached for amounts <b>owing to you</b> by your customers (inclusive of GST) as at 31 March 2025. (Schedule 1 attached)			\$-----
(ii)	Please show details of each debtor and amounts highlighting any overseas amounts. An aged Debtors Trial Balance at 31 March 2025 if a separate Debtors ledger is maintained.			
(iii)	Bad or Doubtful Debts			
(iv)	Please provide a list of the debtors actually written off as uncollectible during the year.			
(v)	Please advise of any other receivables owing to you.			
7.	<b>ACCOUNTS PAYABLE/CREDITORS</b>			N/A
(i)	Please complete the schedule attached of amounts owing by you (including GST) as at 31 March 2025. Analyse the list by type – e.g. purchases, power, telephone and PAYE (e.g. due 20 April 2025). (Schedule 2 attached)			\$-----
	<b>OR</b>			
	Please indicate on your business cheque butts or in your cash book <b>ALL</b> April/May cheques that related to March invoices or earlier expenses.			
8.	<b>STOCK ON HAND AND INVENTORIES</b>			N/A
(i)	Is your stock on hand <b>less than \$10,000 (at cost) at 31 March 2025</b>	YES	NO	
(ii)	If yes, ignore the rest of this section and proceed to question 9.			\$-----

(iii)	<p>a) Trading Stock (<b>excluding GST</b>) on hand at balance date.</p> <p>b) Please attach a summary of your costed stock sheets from stocktake</p> <p>c) Please indicate the <b>valuation basis</b> of stock and work in progress.</p> <p>The valuation basis should be the lower of:</p> <p>i.e. Cost, or Market Selling Replacement Value</p> <p>d) Please provide details of any goods in transit at balance date</p> <p>e) Please provide details of any stock held which is subject to supplier "reservation of title ".</p> <p><u>Obsolete &amp; Slow-Moving Stock</u> You should note obsolete and slow moving stock cannot now be written off and must be revalued. Also, valuations based on IRD approval industry formula are no longer allowable. Discuss any stock valuation concerns with us.</p>			\$-----
9.	<b>WORK IN PROGRESS</b>			<b>N/A</b>
	<p>Work in progress but not invoiced to customers by balance date. The value of work in progress is:-</p> <p>a) Cost material (<b>excluding GST</b>)</p> <p>b) Cost of labour applied to the job.</p>			<p>\$-----</p> <p>\$-----</p>
10.	<b>OUT OF POCKET EXPENSES</b>			<b>N/A</b>
	<p>Please provide details of any business expenses paid from your personal bank account or from private cash. If possible, please supply invoices or receipts.</p>			
11.	<b>GOODS TAKEN FOR OWN USE</b>			<b>N/A</b>
	<p>What value of business goods were taken for private use? Please value at the cost price (including GST) to the business.</p>			\$-----
12.	<b>MOTOR VEHICLE – PRIVATE USE</b>			<b>N/A</b>
(i)	<b>SELF EMPLOYED PERSONS</b>			
	<p>What percentage of your total motor vehicle running was made in connection with operating your business?</p> <p>A log book need only be maintained for a 90 day period every three years. Please check whether another representative three month period should be recorded this year to apply for the next three years.</p>			-----%

	<b>OR</b>			
(ii)	<p><b>COMPANY SHAREHOLDER EMPLOYEES</b></p> <p>The Fringe Benefit Tax Regime applies to Company Shareholder Employees. Please provide details of exempt days (- i.e. <b>days when the vehicle was unavailable for private use</b>) – for each shareholder employee using a company vehicle. Please note there are some major restrictions on travel between work and home (including “office to office”) being designated business use.</p> <p>Please list the motor vehicles available to employees and shareholders and days vehicle was unavailable for use:</p> <hr/> <hr/> <p>Please provide a copy of any new motor vehicle lease agreements entered into during the year, including a copy of the terms and conditions relating to the agreement.</p>			----- No. of days
<b>13.</b>	<b>ENTERTAINMENT EXPENSES</b>			<b>N/A</b>
(i)	<p>Only specific types of entertainment expenditure will be limited to 50% deductibility. These are as follows:</p> <p>Corporate boxes or marquees or tents at sporting events, cultural or other recreational events.</p> <p>Accommodation in a holiday home, timeshare apartment or similar venture.</p> <p>Yachts or other pleasure craft, or</p> <p>Food and beverages where they are:</p> <ul style="list-style-type: none"> <li>-provided or consumed off the business premises, or</li> <li>-provided or consumed on the business premises at a party etc, or in an executive dining room.</li> </ul>			
(ii)	<p>All other business entertainment expenditure will be fully deductible. For example:</p> <p>The cost of your food and beverages while travelling on business, unless entertaining a client.</p> <p>The cost of your food and beverages at promotions open to the public, or at a trade displays.</p> <p>The cost of food and beverages at certain conferences or educational courses. (A “Conference” refers to a conference or business course which lasts for at least four hours (not including meal times) which is not principally for the purpose of entertainment. Morning and afternoon tea breaks are not considered to be meal times).</p> <p>The cost of providing morning and afternoon teas to employees is not considered to be entertainment but a normal business expense. As such it can be claimed as a normal business deduction.</p>			

	<b>Please provide sufficient details to enable us to correctly classify your entertainment expenses.</b>			
<b>14.</b>	<b>HOME OFFICE CLAIM (Office, Garage, Storage)</b>	<b>N/A</b>		
(i)	What is your dedicated home office area in relation to total house area.			-----%
(ii)	If no dedicated office – detail the basis on which your home is used for business.			-----%
(iii)	Please provide figures for the following Home Expenses:-			-----%
	a) Insurance			-----
	b) Rates & water rates			-----
	c) Electricity/Gas			-----
	d) Interest			-----
	e) Repairs & Maintenance			-----
	f) Other			-----
(iv)	Is your home owned by a Trust?	<b>YES</b>	<b>NO</b>	
<b>15.</b>	<b>LEGAL EXPENSES</b>			
	Please provide copies of fee notes from your solicitors of any legal expenses paid during the year. (Some of these may not be tax deductible).			
<b>16.</b>	<b>PRIVATE PORTION OF EXPENSES</b>	<b>N/A</b>		
	Please provide details of the private portion of any business expense including travel, telephone, entertainment and insurance (if applicable).			
<b>17.</b>	<b>GOODS &amp; SERVICES TAX (GST)</b>			
	Please supply a copy of each GST return filed during the full year together with details of your workings.  Please advise if you have elected to use the GST “ratio method” for calculating and paying provisional tax.			
<b>18.</b>	<b>FRINGE BENEFIT TAX (FBT)</b>			
	Please forward copies of all Fringe Benefit Tax Returns filed. Please supply details of all non-cash benefits (including company vehicles) provided to shareholders and employees and any associated persons (e.g. use of company assets, health insurance, gym memberships, loans) at any time during the full year.			
<b>19.</b>	<b>ACC</b>			
	Please supply copies of all ACC invoices/statements received during the year.			

<b>20.</b>	<b>FIXED ASSETS PURCHASED OR SOLD</b>		
	Please provide a schedule with full details (date, description, cost) of any Fixed Assets purchased or sold during the year including purchase/sale documentation, trade-in details, HP and leasing documents.		
<b>21.</b>	<b>LOANS, MORTGAGES, LEASES AND HIRE PURCHASE BORROWINGS</b>		<b>N / A</b>
(i)	Please include bank schedules of total interest paid during the year and the balance owing at year end.		
(ii)	Please provide the following details of <u>all borrowings</u> , or a copy of the relevant agreement: a) Interest rate at balance date b) Security provided c) Repayment terms d) Ranking (i.e. 1 <sup>st</sup> mortgage)		
(iii)	Please supply details of loans advanced or received from related parties where no formal agreements are in place, including inter-company loans.		
(iv)	Please supply copies of <b><u>any loan or security/guarantee agreements</u></b> entered into during the year including solicitors' statements.		
(v)	Please provide details of any loans that were settled or re-financed during the year.		
(vi)	Please advise if any interest payments were made to overseas lenders.		
<b>22.</b>	<b>INVESTMENT AND OTHER INCOME</b>		
	Please provide documentation in respect of all amounts (dividends, interest, distributions) received or due during the year from investments in New Zealand (eg. power companies), including Portfolio Investment Entities (PIEs).  Please provide full details of all overseas investments including, country of origin, nature of income, any tax deducted, date received (including overseas pensions) and market value at 31 March 2025.		
<b>23.</b>	<b>COMPANY/TRUST STATUTORY INFORMATION</b>		
(i)	Have the directors/trustees been "interested parties" in any contracts concluded by the company/trust? Please provide details.	<b>YES</b>	<b>NO</b>
(ii)	Have there been any changes in the company/trust details since your last annual Companies Office Return/trust financial statements?  1. Directors/Trustees 2. Shareholdings in the Company 3. Registered Office of the Company 4. Name of the Company	<b>YES</b>	<b>NO</b>
(iii)	Please provide details.		

(iv)	Please provide copies of any minutes and resolutions signed by directors or shareholders/trustees during the year.	YES	NO	
(v)	Has the company/trust entered into any contracts with "related parties"? Please provide details.	YES	NO	
	Confirm whether you require us to maintain your company/trust statutory records.	YES	NO	
<b>24. CONTINGENCIES, GUARANTEES, POST BALANCE DATE EVENTS AND MAJOR TRANSACTIONS</b>				
(i)	Has your business stock been pledged as security for any borrowings/liabilities?	YES	NO	
(ii)	Has your business provided guarantees for any other person or business?	YES	NO	
(iii)	Is your business involved in any litigation or does it have any claims against it pending?	YES	NO	
(iv)	Is your business committed to any significant future expenditure	YES	NO	
(v)	Are there any significant events since balance date which affect profit?	YES	NO	
(vi)	Has the company entered into contracts which involve a value greater than 50% of the net value of the company during the year.  If you have answered "YES" to any of the above questions please provide details. -----	YES	NO	
<b>25. BANK ACCOUNT DETAILS</b>				
	Please provide details of your bank account if you require your tax refund to be paid directly into it.  Bank account Number -----			
<b>26. CRYPTO ASSETS</b>				
	Have you received or traded in crypto assets during the income year? If so, please provide the following information:  The type of crypto asset For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD Total units of each crypto asset held at the beginning and end of the year Exchange records and bank statements Wallet addresses			



27.	<b>OTHER MATTERS</b>
	<p>Please provide details of any other matters you consider material to the preparation of your Financial Statements that have not been included in the previous sections of this questionnaire that we should be made aware of:</p> <p>-----</p> <p>-----</p> <p>-----</p>
	<b>NOTE:</b>
1.	Remember that all source records used in the preparation of financial statements and returns of income must be retained for <b>seven years</b> .
2.	This checklist is to assist you in providing us with accurate and complete information to enable us to compile your financial statements and income tax return(s).





**ACCOUNTS PAYABLE  
AS AT 31 MARCH 2025**

**SCHEDULE 2**

Please list all suppliers that are owed money by you at 31 March 2025

SUPPLIER NAME	ITEM PURCHASED	DATE	AMOUNT	GST INCL/EXCL	NOTES
TOTAL					