



Information Required Summary		Tick
The below information is required in respect of your business		
1.	<b>Financial records</b> for year – complete <b>schedule 1</b>	
2.	<b>Cash on Hand</b> at balance date – complete <b>schedule 2</b>	
3.	<b>Stock on Hand</b> at balance date – complete <b>schedule 3</b>	
4.	<b>Work in Progress</b> at balance date – complete <b>schedule 4</b>	
5.	Details of <b>goods taken</b> for own use – complete <b>schedule 5</b>	
6.	<b>Home office</b> – complete <b>schedule 6</b>	
7.	<b>Revenue received in advance</b> – complete <b>schedule 7</b>	
8.	<b>Accounts Payable</b> at balance date – complete <b>schedule 8</b>	
9.	<b>Accounts Receivable</b> at balance date – complete <b>schedule 9</b>	
10.	Details of <b>fixed asset</b> purchases and sales – complete <b>schedule 10</b>	
11.	All <b>mortgage &amp; bank loan</b> statements for the year	
12.	All <b>Hire Purchase</b> Contracts – new and existing	
13.	Copies of <b>GST Returns</b> and <b>FBT Returns</b> filed and your workings	
14.	All <b>insurance</b> invoices, finance arrangements and details of any <b>insurance claims</b>	
15.	<b>Interest Received &amp; RWT Certificates</b> issued by banks and financial institutions	
16.	<b>Investment</b> statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
17.	All <b>legal</b> invoices, statements, sale & purchase agreements or other documentation	
18.	Invoices for any <b>unusual transactions</b> requiring further detail, large <b>repairs and maintenance</b> amounts	

Personal Tax Information		Tick
For each individual tax return also required please provide the following information		
1.	<b>Salary, wages, NZ Superannuation, withholding income</b> – We will receive direct from Inland Revenue	N/A
2.	<b>Other income</b> received with no tax deducted	
3.	<b>Interest received &amp; RWT Certificates</b> issued by banks and financial institutions	
4.	<b>Dividends received</b> – attach dividend advices	
5.	<b>Rental property income</b> – please print and <b>complete schedule</b> from our website	
6.	<b>Share/bond purchases or sales</b> – attach documentation	
7.	<b>PIE / Kiwisaver</b> income – attach PIE tax statements	
8.	<b>Overseas</b> income or overseas investment income	
9.	All <b>donation</b> receipts	
10.	Income or losses from an <b>estate, trust, partnership or Look-through company</b> that we do not prepare accounts for	
11.	<b>Deductible expenses</b> – attached details of expenses incurred in earning income e.g. loss of income insurance, interest on loans used to acquire investments	
12.	<b>Student loan</b> tick if you have a student loan	
13.	<b>Working for families</b> – please print and <b>complete schedule</b> from our website	
14.	Do you want us to prepare your <b>children's tax returns?</b> If so, provide the above information for them	

**1. FINANCIAL INFORMATION**

<b>Online software Xero, MYOB Essentials</b>	<b>Tick</b>
We will have access to your Xero / MYOB file so you do not need to provide any reports	
All bank statements for bank accounts not processed in Xero/MYOB	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	

<b>Desktop software – MYOB, Reckon, Cash Manager etc</b>	<b>Tick</b>
Ensure final GST for the year has been completed	
Ensure bank reconciliation is complete to balance date	
Please provide a backup of your file by email or USB and advise software and version	
All bank statements for bank accounts not processed in software	
Bank statement showing balance at balance date for accounts processed in software	

<b>Banklink</b>	<b>Tick</b>
If a Banklink books user – please send in the live version of your Banklink file	
All bank statements for bank accounts not processed in Banklink	
Bank statement showing balance at balance date for accounts processed in Banklink	

<b>Manual or Electronic Cashbook</b>	<b>Tick</b>
All bank statements for the year	
Ensure cashbook reconciles to year end bank balance	

<b>Bank Statements Only</b>	<b>Tick</b>
All bank statements for the year	
Narrate statements for any transactions not easily identified as to what transaction is	

**2. CASH ON HAND**

Provide detail of any cash on hand at balance date

<b>Details</b>	<b>Amount \$</b>	<b>Date Banked</b>
Cash float		
Petty cash		
Cash not yet banked		
Eftpos receipts not received at bank		

**3. STOCK ON HAND**

Provide detail of any trading stock on hand at balance date held for resale. This is to be valued at the lower of cost or selling price.

**Value of stock on hand at balance date (Excluding GST) = \$**

(Please provide work papers to support this total)

**4. WORK IN PROGRESS**

Include any work or jobs started, but not yet completed at balance date

The value of work in progress is calculated on a job by job basis using the below formula. Note all amounts are to be GST exclusive and must have been paid or payable at balance date.

$$\text{material cost} + \text{employee labour cost} - \text{customer deposits / payments} = \text{work in progress}$$

**Value of work in progress at balance date = \$**

(Please provide work papers to support this total)

**5. GOODS TAKEN FOR OWN USE**

Details	Market Value (Incl. GST)

Have these been adjusted for in your GST returns? Yes / No

**6. HOME OFFICE**

If you have a dedicated office space at your home please complete the following.

Details	Amount (GST incl)
Rates	
Power	
Insurance – Building	
Insurance - Contents	
Repairs (supply detail)	
Rent	
Interest expense	

Area	Area sq/m
Office area	
Total area of home	
<b>Office %</b>	

**7. REVENUE RECEIVED IN ADVANCE / LAYBUYS**

Please provide details of any deposits or payments received for goods or services not yet provided. Do not include if already included in your Accounts Receivable or Work in Progress

Customer	Funds Received (GST Excl)

**8. ACCOUNTS PAYABLE**

List amounts you owe to others as at balance date or if you use a computerised system, provide a copy of the Accounts Payable/Creditors Aged Trial Balance

Details (Name / Supplier)	Code	Qty	GST Incl. Amount
PAYE			
FBT			
Telephone			
Power			
<b>Total</b>			

**9. ACCOUNTS RECEIVABLE**

List amounts owed to you by others as at balance date or if you use a computerised system, provide a copy of the Accounts Receivable/Debtors Aged Trial Balance

Details (Name / Supplier)	Code	Qty	GST Incl. Amount
<b>Total</b>			

