

McIntyre Dick & Partners 2019 Business Checklist

Entity / Business Name: _____

Individual Names: _____

Engagement

I/We instruct McIntyre Dick & Partners to prepare my/our financial reports and taxation returns for the 2019 financial year. I/We undertake to supply all information necessary to carry out such services (as per the engagement) and will be responsible for the accuracy and completeness of such information. Unless otherwise instructed any financial statements will be special purpose financial statements to meet the requirements of the Income Tax Act 2007 and the Tax Administration (Financial Statements) Order 2014.

Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax returns summaries in so far as third parties are concerned, or the fulfilling of any statutory audit requirements.

Authority to Obtain Information

You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue, ACC and other persons or organisations to obtain such further information as you may require in order to carry out the above engagement.

This authority continues until such time as it is revoked by me in writing.

Signatures

Date

Do you give authority to send your accounts to your banker?
bank if they request it?

Yes

No

Email address for banker: _____

Tax Refunds Direct Credited

Inland Revenue now direct credit refunds to your bank. Please advise the bank account you wish refunds (if any) to go into.

Account Name _____ Bank account number _____

Please Note:

Key Issues you wish to discuss when we meet

Major Transactions we need to know about

Contact Details that have changed so we can update our records

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

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

1. FINANCIAL INFORMATION

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

Desktop software – MYOB, Reckon, Cash Manager etc	Tick
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	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	
All bank statements for bank accounts not processed in Xero/MYOB	

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

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

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

7. 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	
Office %	

8. 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)

9. 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			
	Total		

12. ASSETS SOLD / WRITTEN OFF

Copy of invoices required

Purchaser & Asset	W/Off (Tick)	Date	Amount

13. WAGES PAID

Please supply details of total wages paid to your employees for this financial year (copies of your IR348 Employer Monthly Schedules or your year end reconciliation paper)

Accrued Employee Entitlements	
Are accruals for employee entitlements (including bonuses, commissions, holiday pay, long service leave, etc) calculated to year end and included in the financial information provided?	YES / NO
Such monetary remuneration is only deductible when it is incurred by year end and has been paid out to employees either in the year or within 63 days of year end.	
Of calculated accruals, how much was paid within 63 days of year end?	\$