



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>Out of Pocket Expenses</b> - complete <b>schedule 6</b>	
7. <b>Home office</b> - complete <b>schedule 7</b>	
8. <b>Revenue received in advance</b> - complete <b>schedule 8</b>	
9. <b>Accounts Payable</b> at balance date - complete <b>schedule 9</b>	
10. <b>Accounts Receivable</b> at balance date - complete <b>schedule 10</b>	
11. Details of <b>fixed asset</b> purchases and sales - complete <b>schedule 11</b>	
12. All <b>mortgage &amp; bank loan</b> statements for the year	
13. All <b>Hire Purchase</b> Contracts - new and existing	
14. Copies of <b>GST Returns</b> and <b>FBT Returns</b> filed and your workings	
15. All <b>insurance</b> invoices, finance arrangements and details of any <b>insurance claims</b>	
16. <b>Interest Received &amp; RWT Certificates</b> issued by banks and financial institutions	
17. <b>Wages Paid</b> - complete - <b>schedule 12</b>	
18. <b>Dividends received</b> - attach dividend advices	
19. <b>Investment</b> statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
20. All <b>legal</b> invoices, statements, sale & purchase agreements or other documentation	
21. Invoices for any <b>unusual transactions</b> requiring further detail, large <b>repairs and maintenance</b> amounts	
22. Details of any <b>gifting</b> made or changes to <b>family loan balances</b>	
23. <b>Wage Subsidy</b> - if received please provide details	

**McIntyre Dick**  
2021 Information Checklist  
Additional Schedules



<b>Personal Tax Information</b>	<b>Tick</b>
For each individual tax return also required please provide the following information	
1. <b>Salary, wages</b> , NZ Superannuation, withholding income - 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	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	
All bank statements for bank accounts not 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	
Bank statement showing balance at balance date for accounts processed in software	
All bank statements for bank accounts not processed in software	

<b>Banklink</b>	<b>Tick</b>
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 Banklink	
All bank statements for bank accounts not 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	



**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	
<b>Office %</b>	

**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			
<b>Total</b>			



**McIntyre Dick**  
 2021 Information Checklist  
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**ASSETS SOLD / WRITTEN OFF**  
 Copy of invoices required

Purchaser & Asset	W/Off (Tick)	Date	Amount

**12. WAGES PAID**

Please advise what payroll software is used and provide yearly summary report from this.

<b>Accrued Employee Entitlements</b>	
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?	<input type="checkbox"/> YES / <input type="checkbox"/> 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?	\$