

McIntyre Dick

2025 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 2024 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

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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 and bank loan statements confirming balances at year end balance date		
13. All Hire Purchase Contracts - new and existing		
14. Copies of GST Returns (if not on software) and FBT Returns filed and your workings		
15. All insurance invoices, finance arrangements and details of any insurance claims		
16. Interest Received and RWT certificates issued by banks and financial institutions		
17. Wages Paid - complete - schedule 12		
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 and purchase agreements or other documentation		
21. Invoices for any unusual transactions requiring further detail, large repairs and maintenance amounts		
22. Details of any gifting made or changes to family loan balances		
23. Government Subsidies and Loans - please advise and provide dates and amounts received		

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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 and 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		
If you attach invoices to bills/transactions or use file library please tick		

Desktop software - MYOB, Reckon		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 software		
All bank statements for bank accounts not processed in software		

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		

[illegible]

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7. HOME OFFICE

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

Details	Amount (GST incl)	Area	Area sq/m
Rates		Office area	
Power		Total area of home	
Insurance - Building		Office %	
Insurance - Contents			
Repairs (supply detail)			
Rent			
Interest expense			

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			

[illegible]

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ASSETS SOLD / WRITTEN OFF
Copy of invoices required

Purchaser and Asset	W/Off (Tick)	Date	Amount

12. WAGES PAID

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

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?	<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?	\$