

PLEASE ANSWER ALL QUESTIONS EVEN IF IN THE NEGATIVE OR N/A. Where lists of information are required attach a separate schedule. If you require any assistance completing the form, please give us a call.

**CLIENT DETAILS**

Full Name .....

Postal Address: .....

Physical Address: .....  
(if different from above)

**Email Address:** .....  
(please provide this so that we can check against our current records)

Phone Numbers:  
Business: ..... Mobile: ..... Fax:.....

**Bank Account Number:** ..... - ..... - ..... (for refunds from the IRD)

Tick ✓ or N/A	Notes
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RECORDS REQUIRED

- Cheque Butts:** note who was paid and **what for** on each butt. Please ensure they are each filled out correctly. Where you have paid bills via **Internet Banking**, write on the bank statement **what each payment is for.**
- Eftpos Slips & related dockets:** note what the payment was for on each slip.
- Bank Statements** for all business accounts.
- Bank Deposits** – give full details of bankings other than sales (eg sales of assets, private funds paid in, tax refunds, interest, dividends etc)  
**For the above four items, please ensure we have records for AT LEAST ONE MONTH after balance date.**
- Cash Book & Reconciliation/s to Bank Statements** - if applicable.
- Computer Ledger & Trial Balance, or Computer Disk** - if applicable. Please include a reconciliation to bank statement at balance date.
- Management Accounts** - computer records; and supporting workpapers – if applicable.
- Invoices and Statements**, filed in date order or in order of cheque number.

CASH INCOME DURING THE YEAR NOT BANKED

Cash on Hand - at Balance Date (including till change, sales made up to balance date but banked a day or two later, and any other cash on hand): \$.....

**Do you bank all income into the business cheque account?**  
YES/NO (please delete one)

- If Sales are not banked in full:
- i) Please list any sales made during the year that were not banked.
  - ii) Where cash sales were used to pay expenses, please detail the amounts and what they were used for, eg purchases, wages, drawings.

Have these sales (and expenses where applicable) been included in your

GST Returns?

Tick ✓  
or N/A

Notes

INVENTORY

- Stock on Hand - (valued at lower of cost or market value) \$ .....  
Inclusive/Exclusive GST
- Work in Progress - (valued at cost)  
(Jobs started but not completed) \$ .....  
Inclusive/Exclusive GST

ACCOUNTS RECEIVABLE

- Debtors** - money owing to you for sales made or services  
provided before balance date. Please provide list. \$ .....  
Inclusive/Exclusive GST
- Lay-bys Outstanding** - please discuss with us.
- Bad Debts** written off during year. Please supply list of details.

ACCOUNTS PAYABLE

- Creditors** - money owed by you for expenses incurred before balance date.  
Please complete attached schedule or provide own schedule with full details.  
**Please ensure related invoices are included with your records.**

TERM LIABILITIES

- Mortgages, Debentures & Loans**  
Most lenders provide annual certificates showing repayments during the year  
and the balance outstanding. Please provide these certificates, **ensuring that  
they match your balance date.** Please provide details of any new loans  
raised during the year. Where you do not have the details available, ask your  
bank to fax them to us.

FIXED ASSETS

- Purchases & Sales of Fixed Assets** (Land, Buildings, Plant & Vehicles, etc.)  
Please provide details. These will include any new or replacement assets  
costing over \$500.00 (GST exclusive). Invoices and details of any financial  
arrangements should be included in your records. For real estate transactions,  
please include *solicitors statements* and the *sale and purchase agreement*.

INVESTMENTS

- Provide details of the company and the number of shares or deposits held.  
Please provide details for the full year (eg statements, or full details of sales  
and purchases).

OTHER RECORDS & INFORMATION REQUIRED

- Personal Use** of business items (eg private tolls, goods taken from shop). If  
applicable please advise value at cost.

OTHER RECORDS & INFORMATION REQUIRED (continued)

**Payments Made from Private Funds**

Give full details of any business expenses for which you have not been refunded by the business (ie amount paid, paid to whom, and nature of payment - wages, fuel, etc). This includes expenses paid from private cash or from a personal account.

**Repairs & Maintenance**

If there were major repairs and maintenance to business assets during the year please provide full details of the nature of the work carried out.

**Entertainment Expenses**

These include meals out with staff or clients, Christmas parties, and gifts of food or drink. Please provide full details of who the expenditure was for (employee or client) and the nature of the expenditure.

**Solicitors Statements** for business transactions or the purchase/sale of assets.

**Wage Statements or Wages Book**

Please provide copies of the Employer Monthly Schedules that are filed with your PAYE cheques, or details of wages paid from your wages book.

**Copies of GST Returns and Workpapers**

Show full details of how you calculated income and expense claims.

**Copies of FBT Returns and Workpapers** (employers and/or companies)

**Dividends or Interest Received** (attach ALL Tax Deduction Certificates)

**Income from Foreign Investments**

Please provide tax schedules from your investment advisor, or provide full details of income received, and sale/purchase of investments.

**Motor Vehicle Private Use**

Please supply full details including log book - or confirm 3 year average is still applicable. Company must pay FBT if the company vehicle is available for private use.

**Use of Home for Business** (where space is set aside *principally* for business). Please advise the following details for the current year:

Mortgage **interest** paid (do not include principal repayments) \$ .....

Insurance \$ ..... Repairs \$ .....

Rates \$ ..... Power \$ .....

Rent \$ .....

If not previously advised or you have changed homes, please supply the following details:

Total area of home ..... M<sup>2</sup>/sq.ft.

Business use area ..... M<sup>2</sup>/sq.ft.

Has the **nature of your business** changed in any way during the past 12 months. If yes, please provide brief details.

