

BUSINESS INCOME YEAR END 31 MARCH 2016

CLIENT NAME:	EMAIL:		
	Checklist now at most questions (Please indicate as applicable)	Y	N

A. BANK RECORDS REQUIRED

1. Coded bank statements for the income year to 31 March 2016 for all business accounts.
Please write beside each payment and deposit details (i.e. Purchases, Phone, Sales, Transfer etc.)
(NB. We only require you to code and supply bank statements if we *have not had* your bank records during the year to do GST Returns, or we rely on your computer printouts to verify the details)
2. All cheque butts or cheque details for the year and also the month following balance date.
3. Receipt books/deposit books for all bank accounts for the full income year.

B. COMPUTER OR CASHBOOK RECORDS

Where you provide a computerised cash book, please provide a USB stick or disk backup at the end of financial year or email the file to us. Please send to admin@westons.co.nz.

Copy of bank reconciliations as at balance date for all bank accounts.

Final bank statement for the year for all bank accounts.

Transaction Listing for accounts payable and accounts receivable at balance date.

C. MORTGAGES/LOANS/HIRE PURCHASE

Legal, Lease/Mortgage and or Hire Purchase Documents for any new Finance arrangements.	Provided:	Y	N
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D. VEHICLES

Sole Trader or Partnerships Only
If it has been three years since you have completed a logbook, please do so now.
If more than one vehicle, list all vehicles below and the Business percentage use for each.

Business usage: %	Vehicle Make	
Business usage: %	Vehicle Make	

Companies Only (Under FBT Regime) Is there more than 1 vehicle available for private use?	Y	N	Please Indicate Vehicle Details:
If yes, are there any days the business vehicle is available for private use? Advise which days:	Private Use Days:		

E. GOODS AND SERVICES TAX

Copies of all returns filed **and worksheets** during the year, including the return spanning the end of year balance date. (Note together with your worksheets).

Has there been any one off adjustments made during the tax year. If so please provide the date and nature of the adjustment. (i.e. Sale of vehicle, adjustment from last year, errors etc.)

F. WAGES

Your records such as Wage Book, IRD pay in slips, IRD statements, pre-printed IRD form.

G. LEGAL

Solicitors statements for all business transactions e.g. Sale and Purchase Agreement, Finance Statement Of Account, fees invoice etc. **(Where you have paid legal fees, we need a breakdown on what the expense was for)**

H. ENTERTAINMENT

Please advise on your bank statement or cashbook those restaurant /alcohol bills that were for entertaining clients.

Overseas or out of town travel/entertainment Expenses:
Please also advise whether you were entertaining a client or were paying your own food and travel bills.
Also please advise the predominant reason for the trip, days away and days spent on business.

BUSINESS INFORMATION REQUIRED

A. CASH ON HAND

Cash float/cash sales prior to balance date not yet banked NB. This is not your bank balance	Cash On Hand Amount:
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B. ACCOUNTS RECEIVABLE (DEBTORS) - INVOICES/MONEY OWING TO YOU AT BALANCE DATE						GST Included?	Y	N	
Schedule of Individual accounts which make up this total. (Please specify whether GST is included or not)						Total Debtors Amount:			
Invoice number/payee detail (Please list on back of this sheet if insufficient space)									
Are there Any Bad Debts? (Please Indicate Amounts)							Y	N	
C. TRADING STOCK ON HAND									
Stock should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at the lower of cost and market value. Please note that if stock is less than \$10,000 you have the option of using the same as the opening value.									
Stock on hand as at balance date									
Total						\$	*GST Included? (Please Indicate)	Y	N
D. FIXED ASSETS									
1. Please supply full details of purchases (DURING THIS TAX YEAR) greater than \$500 and a copy of all invoices (e.g. vehicle, equipment, computer etc.) Please advise whether New or Used. (GST Exclusive)									
2. Full details of all fixed assets sold - including trade-ins (DURING THIS TAX YEAR) .									
3. Please advise if any assets need to be scrapped (refer last year's asset schedule)									
Date of Sale	Asset Description	Purchased	Sold	Write Off	Amount				
					\$				
					\$				
					\$				
					\$				
E. ACCOUNTS PAYABLE (CREDITORS)						GST Included?	Y	N	
ACCOUNTS OWING BY YOU AT BALANCE DATE:						(Please indicate)			
Schedule of all outstanding amounts and full name of Creditor.									
Full details of what each payment was for (please specify whether GST included or not). i.e. Telephone Materials etc.									
Creditor Name (attach list)		What For?		Amount					
				\$					
				\$					
				\$					
		Total		\$		GST Inclusive? (Please Indicate)	Y	N	
F. HOME OFFICE/STORAGE AREA									
If you have a room set aside as a study or you use any part of your home for business purposes, please provide details of the following Area Used (Provide details):									
Rates/Water rates						\$			
House Insurance (Home and Contents)						\$			
Interest Paid – Mortgage						\$			
Power						\$			
Repairs						\$			
Rent Paid						\$			
Other						\$			
G. BUSINESS INCOME NOT BANKED INTO BUSINESS ACCOUNT						Total Not Banked at 31/03/2016.			
Has all business banking been banked into your trading account during the year? Please provide details of any amounts which were not banked by 31 March 2016.									

PERSONAL INFORMATION REQUIRED					
Income Received (Provide Advice Notices)		Tax Deducted	Imputation Credits	Y	N
1. Pensions or annuities					
2. Interest and Dividends					
3. PIE Income (See below Foreign dividends)					
3. Other e.g. Rental, Trust and Estate Income to be claimed.					
4. Any other income not already detailed. (Worldwide Income)					
Provide Details If you have any of the following: (some foreign investments may fall under the FIF tax rules)					
1. Foreign Investment Funds and Foreign Dividends			Please Indicate:	Y	N
2. Shares In a Foreign Company or Foreign Unit Trust					
3. An interest in a life Insurance policy Issued by a foreign Company.					
4. An Interest in a Foreign Superannuation Scheme.					
5. You receive a Pension from an annuity from a foreign Life Insurance Policy.					
6. Any dividends received or re-invested during the year to 31 March 2016.					
H. DONATIONS If you require us to complete your annual rebate for donations made, please include all donation receipts that you have.			Total Donations:		
I. WORKING FOR FAMILIES TAX CREDITS Please indicate if you have received this before:				Y	N
Please indicate as a household how many per week hours you have worked this year. Please tick:		Hours : 0 to 20	Hours: 20 to 30	Hours :30 and over	
If we need to apply for IRD numbers for children, please supply copies of birth certificates:					
Name of child		Date of birth	IRD number		
1.					
2.					
3					
4.					
SUPPLEMENTARY QUESTIONS					
J. TRUST INCOME Are you the Settler of a Trust? Did the Trust have any income during the 2016 year? If so, please supply a copy of the Accounts and Tax return for the year ended 31 March 2016.			Please Indicate:	Y	N
			Amount:		
K. EMPLOYMENT BENEFITS (Please supply details) Did you receive any non-taxed benefits from an employer? Such as: Use of a motor Vehicle Loan at nil or low interest			Please Indicate:	Y	N
			Details:		
L. PIE INCOME Do you have any PIE Investments? If so please supply the annual Income Certificate for 2016				Y	N
M. CHILDREN'S INCOME Do your children receive any Interest, Dividends, Pie income, Distributions from Trusts? If so, please add the amounts received for each child and if this is more than \$500.00, supply the certificates to us.		Child	Child	Y	N
		Amount	Amount		
N. NON - RESIDENT SPOUSE Is your spouse a tax resident? We will require details of overseas income for this calculation.			Amount:	Y	N
O. TAX EXEMPT INCOME Do you or your spouse receive any Tax exempt Income? (such as - under special arrangements)		Amount:	Details:	Y	N

P. PENSIONS AND ANNUITIES Do you receive either of these (excluding NZ Super)? If so, please supply details as 50% of the gross has to be included in the calculation.	Amount:	Y	N
R. OTHER PAYMENTS Did your family receive \$5000.00 or more in total towards day to day living? This includes amounts received and used to pay cost or paid directly for items such as:		Y	N
Payments from Insurance for loss of earnings/employment	Amount:		
Payment of usual costs such as rent, phone, power, gas, water bills by someone else.	Amount:		
Payment of children's private school fees	Amount:		
Please include loans with no set date for repayment, with no or little interest. If so, please supply details. Do not supply Gifts such as Birthday or Christmas	Amount:		
Anything else not previously specified	Amount:		

TERMS OF ENGAGEMENT

Weston & Associates Limited will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our service will not result in the expression of an audit or any other form of assurance on the Financial Statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect any fraud or error in the organisation.

- a You must provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by the Chartered Accountants Australia and New Zealand) when distributing the financial statements to third parties.
- c If we sign any GST returns on your behalf, it is with your authority and as your duly authorised Accountant and is not in a capacity as an employee. It is your reasonability to provide all relevant information to us when preparing your GST returns.
- d If not all of the receipts, invoices or vouchers are supplied to us we will assume that all receipts are held by you at the time of preparation of your Financial Accounts and GST returns.
- e **IMPORTANT** If any part of this document is not completed we will assume that the required figure is nil or this question does not apply to your business.

TERMS TO SERVICE

1. I / We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.
2. I / We hereby authorise Weston & Associates Limited to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department, (for all tax types), Registrar of Companies, from your Solicitor, Adviser, Employees, Bank or other financial institution and we hereby also authorise your Solicitor, Adviser, Employees, bank or other financial institution to supply such information.

If you have any questions please discuss these with us before signing this checklist.

Signature:	Name:	Designation (e.g. Director, Owner, Partner, Trustee)	Date:
Contact Numbers:	Business:	Mobile	Private: