KEN S FREEMAN
CHARTERED ACCOUNTANTS LTD

222 State Highway 17
Albany Village
PO Box 167
Albany Village 0755

Ph: 09 4156 701
Fax: 09 4156 505

CHARTERED ACCOUNTANTS

1st April 2009 to 31st March 2010

Entity Name:

To enable our office to prepare your financial statements and income tax returns:

Please complete the following checklist

Sign the declaration on page 7

Return checklist and supporting information to the office

Personal Tax Rebates:

You will shortly receive your Claim for personal tax rebates from the IRD. You need to complete this form to claim rebates for donations, childcare or housekeeper payments.

Would you like our office to complete this form for you?

Yes / No

If "YES" please include form and supporting information with this end of year letter.

Computer Based Accounting Software Systems

If you are using an accounting software system, please read below and ignore points 1 through to 8 on the following checklist.

Include opening and closing bank statements for the financial year.

Yes / No

For submitting accounting software datafiles to the office follow the following procedure:

MYOB Datafile:
Please email your MYOB company datafile as an attachment to info@freemanaccounting.co.nz.

Mark the email subject as **"Your business name 31st March 2010 datafile"**

Include the **Login Name** and **Password** for your datafile.

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Quickboks, Money Works and all other Accounting software packages:

Print and submit:
Trial balance report dated 01 April 2009 (your opening trial balance)

Yes / No

Trial balance report dated 31st March 2010 (your closing trial balance)

Yes / No

General ledger report for 01 April 2009 – 31st March 2010

Yes / No

Submit the above reports to the office included with the rest of the required information required from point 9 below onwards.

For assistance with your accounting software submission requirements, contact Garth at garth@freemanaccounting.co.nz

Business Entity Records Checklist:

If we do not process information for your entity during the year please provide:

1) Bank Statements
From 01 April 2009 – 31st March 2010, with codes applied to transactions

Yes / No

2) Cheques Butts
If not identified on the bank statements. Please ensure Butts are clearly marked with business or personal expense, and GST content is identified.

Yes / No

3) Cashbook
If used

Yes / No

4) Bank Deposit Books
If information is not clearly marked on bank statements

Yes / No

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5) **Unbanked Takings March 2010**
Cash and Cheques

Yes / No

6) **Sales banked in April 2010**

Yes / No

7) **Till Floats**

Yes / No

8) **Payments made in cash**
Details of any out of pocket expenses not reimbursed by the business

Yes / No

9) **Debtors – Accounts Receivable**
Please attach a list of people/entities that owe money for Goods or Services Invoiced, but not paid as at 31st March 2010

Total:

GST: **Inclusive** / **Exclusive** Circle One

10) **Creditors – Accounts Payable**
Please attach a list of people to whom your entity owes money for goods or services supplied to you but unpaid as at 31st March 2010.

*This Includes **March 2010 PAYE deductions** paid in April **AND Feb/March 2010 GST** returns (if relevant)*

Total:

GST: **Inclusive** / **Exclusive** Circle One

11) **Stock On Hand**
Conduct a stocktake and provide summary details as at 31st March 2010

Is the stock valued at:

Choose One

Cost Price **Market Selling Value** **Replacement Cost**

GST: **Inclusive** / **Exclusive**

Circle One

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12) Work In Progress (Value of uncompleted jobs)
Include only jobs which have yet to be billed out.

Calculate value of W.I.P as follows:

Cost of material supplied (GST exclusive) to 31/03/2010	$
+ Cost of labour supplied (GST exclusive) to 31/03/2010	$
= **Total Value of W.I.P**	$

13) Asset Purchases
Attach details of all assets purchased during the year.
Include:

- Full Cost / Price details
- Date Purchased
- Trade in allowances
- Vendor Details
- Hire Purchase and legal Statements
- Latest Rates demands (for land and buildings)

Yes / No

14) Asset Sales
Review Asset schedule from last year's accounts. Have any assets been disposed of? Mark the sales clearly in your banking records.
Include:

- Date sold
- Sales price
- Purchaser details
- Any other details relevant to the sale

Yes / No

15) Solicitors Statements
Include all solicitors' statements relating to any legal transactions during the year

Include any **SETTLEMENT STATEMENTS** related to the sale or purchase of property

Yes / No

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16) Home Office Workshop Expenses

If part of your home is set aside for use as an office, or workshop, or you keep your work vehicles at home, please provide the following details:

Area of Office, Workshop, or Garage ___________________

Total Area of home (including office, workshop or garage) ___________________

Total Cost of home and section (including additions) $_________________

Details of latest home valuation:

Land Value $_________________

Improvements Value $_________________

Please advise on any of the following expenses, which have not been processed through your business bank account:

Building Insurance $_________________

Mortgage Interest:
Include annual Mortgage statement from your bank.
Do not include capital repayments $_________________

Power / Gas $_________________

Rates $_________________

Repairs and Maintenance
Please attach details $_________________

Telephone Expenses $_________________

Rental Payments
If building is not owned by your entity $_________________

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17) Motor Vehicle Expenses

For sole traders, and partnerships:
Please advise for each vehicle used in your business:

Is a logbook kept?

Yes / No

Total mileage travelled for the year ______________________

Total business mileage for the year ______________________

For Companies:
If not covered in the Fringe Benefit Tax regime, please advise for each vehicle used in your business:

Is a log book kept?

Yes / No

Number of days per annum Vehicle is available for private use __________

18) Fringe Benefit Tax (if not completed by our office)
Do you provide any benefits (car, superannuation etc) to your employees?

Yes / No

If "YES" please attach worksheets and copies of all F.B.T returns for the year

19) G.S.T (if not completed by our office)
Are you registered for GST?

Yes / No

If "YES", please provide worksheets and copies of all G.S.T returns for the year

20) PAYE and ACC Levy
Do you pay wages?

Yes / No

If "Yes" please provide copies of all employer monthly schedules. Please include copies of ACC invoices.

21) Hire Purchase, Rental Contracts, and Loan Agreements
Please supply details of any of the above relevant to your business. Include details of security given for bank or finance company loans. In addition include a schedule of payments, and opening and closing balances for the year.

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Yes / No

22) Lease Commitments
Please supply details of lease obligations for business premises

Yes / No

23) Contingent Liabilities
Please supply details of any contingent liabilities at year-end

Yes / No

Other Information

24) Did you receive family assistance during the year?

Yes / No

25) Is there any other information not detailed above that you consider would be of benefit in preparation of the accounts?

Yes / No

If "YES", please state below:

26) Were all takings banked into the business account?

Yes / No

If "No", were the unbanked takings applied as:

Personal Drawings

Business Expenditure *(if so supply details)*

Lodged to another bank account *(if so supply details)*

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27) Did members of your family work for the business?

Yes / No

If "YES", please supply:

Average hours worked per week ______________

Gross remuneration paid to each family member $_____________

Has IRD approval been obtained? (Not required if business is a company)

Yes / No

28) What is the value of goods that you have taken for private use?

$_______________

29) Has the general nature of your business changed during the past 12 months?

I authorise you to prepare financial statements from the information and records I have supplied to you on a special purpose basis, except for a company, where the statements must be prepared in accordance with the Financial Reporting Act 1993.

I advise you not to complete an audit or review.

I accept responsibility for the accuracy and completeness of all information supplied to you.

I authorise you to act as my agent with the Inland Revenue Department

Signed: ____________________________

Date: ____________________________

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Personal Tax Return Checklist - March 2010.

Income:

SALARY, Wages, National Superannuation, Pensions, Accident Compensation etc.
Attach annual certificate.

INTEREST – provide certificates from financial institutions or other.

DIVIDENDS – provide details of dividend warrants (indicate any deductions for withholding tax and/or imputation credits)

RENTS – advise gross rents received and expenses to be claimed against this income (eg Rates, interest, repairs, insurance, other)

INCOME FROM ESTATES/TRUSTS – provide details of any income (ie interest, dividends, rents, business income or other) and any tax paid by the estate/trust

PARTNERSHIPS – Advise your share of income or losses in all partnerships

SHARE TRADING – if you have been dealing in shares or you have purchased shares for the purpose of selling at a profit, advise full details of such transactions

STUDENT LOAN – advise details of loan, repayments etc

OTHER INCOME – provide full details

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DID YOU RECEIVE FAMILY ASSISTANCE OR WORKING FOR FAMILIES TAX CREDITS?

DEDUCTIONS:

LOSS ATTRIBUTING QUALIFYING COMPANY – if you have been attributed a share of loss, other than from a company we are aware of, please provide details.

EXPENSES incurred for return preparation or against withholding payments.

INCOME REPLACEMENT INSURANCE POLICIES – provide details of premiums, if applicable.

TAX PAID OVERSEAS – if tax has been deducted on overseas income received by you, please detach details and appropriate overseas tax evidence.

To update our records please supply the following details:

Home Address:

Mail / Postal Address:

Home Phone No : **Home Fax:**

Business Phone No : **Business Fax No:**

E Mail Address:

Mobile: