

Records Required	✓	Comment
Where you use <b>Xero</b> or Dennis O'Grady Ltd completes your GST returns, please provide: <ul style="list-style-type: none"> <li>▪ Final Bank Statement for year ended 31 March for all bank accounts (including any term deposits)</li> </ul>		
Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past balance date</b> : <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> <li>▪ Receipt books. Make sure any items not for business sales are clearly marked</li> <li>▪ Suppliers' invoices filed in cheque number order</li> <li>▪ A bank download for the period 1 April – 31 March as a QIF / OFX from your account. Please contact our office if you need assistance.</li> <li>▪ Supply copies of Goods &amp; Services Tax (GST) returns and work papers.</li> </ul> <p style="text-align: center;"><b>Or</b></p> Where you supply a <b>Cashbook</b> , please provide and <b>include one month past balance date</b> : <ul style="list-style-type: none"> <li>▪ If electronic please contact us to ensure we are able to open the file.</li> <li>▪ Cashbook, analysed and reconciled to the bank statements monthly</li> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> <li>▪ A bank download for the period 1 April – 31 March as a QIF / OFX from your account. Please contact our office if you need assistance.</li> <li>▪ Supply copies of Goods &amp; Services Tax (GST) returns and work papers.</li> </ul>		
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
<b>Employers – Wages paid to Employees</b>		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. <p style="text-align: center;"><b>Or</b></p> Send a copy of your Employer Monthly Deduction Schedule (IR 348).		
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.		
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</b>		Total at Balance Date: \$ _____ <b>GST Included Excluded</b>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.		Total at Balance Date: \$ _____ <b>GST Included Excluded</b>

Records Required	✓	Comment
<b>Cash on Hand</b>		
*Cash on Hand \$ _____ Date banked __/__/__ Petty Cash \$ _____ Till Floats/Cash Floats \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)		
<b>Stock on Hand</b>		
<p><b>Stock</b>            Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</p> <p><b>Work in Progress</b>            Include material costs, labour costs and overhead costs.</p> <p><b>Prepayments received</b></p>		Valued at lower of: <ul style="list-style-type: none"> <li>▪ cost</li> <li>▪ net realisable value</li> <li>▪ market value</li> </ul> \$ _____ <b>GST Included Excluded</b>  \$ _____ <b>GST Included Excluded</b>  \$ _____ <b>GST Included Excluded</b>
<b>Capital Expenditure</b>		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul>		
<b>Transactions Not Through the Business</b>		
Were all sales banked into your business trading bank account? If No, list amounts not banked and when they were lodged: _____ _____ _____		Personal \$ _____ Business \$ _____ Other bank accounts \$ _____
<b>Legal and Loan Documents</b>		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.		
<b>Business Expenses</b>		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> <li>▪ Insurance premiums</li> <li>▪ ACC payments and arrangements</li> </ul>		

<b>Records Required</b>	
<b>Private Use</b>	
Value of goods taken for private use at their <b>cost</b> price.	\$ _____ <b>GST Included Excluded</b>
<b>Expenses paid in Cash or from Personal Funds</b>	
Please provide a list if applicable.	
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>What was the period your last logbook was kept</b></p> <p>From ___/___/____</p> <p>To ___/___/____</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <ul style="list-style-type: none"> <li>Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred</li> <li>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</li> </ul> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business: _____ m<sup>2</sup></p> <p>Total Area of House &amp; Workshop: _____ m<sup>2</sup></p> <p>Powers \$ _____</p> <p>Insurance (Building &amp; Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Internet \$ _____</p> <p>Rates \$ _____</p> <p>Repairs &amp; Maintenance \$ _____</p> <p>Telephone - Landline \$ _____</p> <p>Telephone - Mobile \$ _____</p> <p>Others \$ _____</p> <p><b>Totals</b> \$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**Thank you for completing this questionnaire**

**Don't forget to sign an Authority to Act**

Schedule 1 – Accounts Receivable (Debtors)  
Amounts owing to you at **31 March**

Client Name	
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Name of Debtor	Description of Sale	Code	Total Incl GST

<b>Totals</b>	
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Schedule 2 – Accounts Payable (Creditors)  
Amounts owing by you at **31 March**

Client Name	
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Name of Creditor	Description of Goods	Code	Total Incl GST

<b>Totals</b>	
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