

DEANS & REES LIMITED

END OF YEAR WORKSHEET/CHECKLIST: BUSINESS

PO Box 51090
Tawa
Wellington 5249

Phone: 04 237 7611
Fax: 04 237 8011
reception@deansandrees.co.nz
www.deansandrees.co.nz

Information required for completion of Financial Accounts For year ended 31 March 2011

Client Name:

Mailing Address:

Contact Phone No:

I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.

Client's Name:

Client's Signature:

Date:

Thank you for providing the required information.
Please don't forget to sign it!

No work can be started until this is signed and returned to our office.

Please supply the following information:

A: BANK STATEMENTS/CASH BOOK

Please provide us your banking details using one of the three options listed below:

Option 1: Bank Statements and Cheque/Deposit Books

	Tick if info is provided
<p>Bank Statements</p> <ul style="list-style-type: none"> ▪ For all accounts operated by the business. ▪ Statements should cover the full period/year up to 1 month after balance date, e.g. 1 April 2010 to 30 April 2011. ▪ Please order any missing statements. ▪ Are all payments and funds received, business related? If not, please specify. 	
<p>All Cheques/Deposit Books For the Year</p> <ul style="list-style-type: none"> ▪ For all bank accounts operated by the business, please clearly mark the nature of all payments on the cheque butts. ▪ Personal expenses or drawings should be clearly marked. ▪ All deposit butts should be similarly marked, with items other than business sales clearly described. ▪ Please note any payments NOT subject to GST. 	

NB: You can note details on bank statements including automatic payments if this is preferred.

OR Option 2: Cash Book

	Tick if info is provided
<p>Cash Book</p> <ul style="list-style-type: none"> ▪ As an alternative to Option 1 above, a balanced and reconciled cash book may be supplied. Descriptions of payments and receipts must be clear. 	

OR Option 3: Accounting Software

	Tick if info is provided
<p>Accounting Software</p> <p>If you use the following accounting software packages, simply provide one of the following to us:</p> <ul style="list-style-type: none"> ▪ MYOB – A copy of your backup with your username and password. ▪ MYOB Accountant Link Transactions – simply ‘export’ and email the data. In MYOB click ‘file’, ‘accountant link’, ‘send to accountant’. Highlight all the months, click the 2011 financial year, and email to reception@deansandrees.co.nz. ▪ QuickBooks– A copy of your backup with your username and password. ▪ Xero – You will need to invite one of the team to be a user. ▪ For other accounting software applications, please provide us with a copy of your Backup and an Install disk, along with your username and password. <p>▪ Software - User Name: _____ Password: _____</p>	

B: GENERAL BUSINESS RECORDS

		Tick if info is provided
1.	Savings Bank Passbooks/Investment Account Statements <ul style="list-style-type: none"> ▪ Please record and note nature of entries where this is not obvious. 	
2.	Copies of GST Returns and Working Papers.	
3.	Copies of Fringe Benefit Tax Returns and Supporting Working Papers	
4.	Dividend or Interest PAYE Paid <ul style="list-style-type: none"> ▪ If you have made dividend PAYE or interest PAYE payments to the Inland Revenue Department, please supply copies of IR 4K or IR 15P forms on which the payments were made and the supporting annual reconciliation. 	

C: STOCK ON HAND

Date of stock take: _____

Value of Stock on hand: \$ _____ GST Included/GST Excluded

D: WORK IN PROGRESS

Value of work in progress: \$ _____ GST Included/GST Excluded

E: CASH ON HAND

Amount of last banking for financial year \$ _____

Cash on hand at balance date:

- Unbanked takings \$ _____
- Petty Cash float \$ _____
- Till Float \$ _____

F: CASH INCOME DURING YEAR NOT BANKED

	Tick if info is provided
Please supply a list of payments made from cash income for business expenditure (identifying nature of expense, e.g. wages), for personal drawings and amounts lodged into other bank accounts.	

G: ACCOUNTS RECEIVABLE (SUNDRY DEBTORS)
(Please provide a Schedule)

List amounts owing to you at balance date and indicate beside any amount those that you consider you are unlikely to receive payment for. Exclude those already written off during the year.

Total at Balance Date: \$ _____ GST Incl/GST Excl

Bad Debts Written Off During Year: \$ _____ GST Incl/GST Excl

H: ACCOUNTS PAYABLE (SUNDRY CREDITORS)
 (Please provide a Schedule)

List amounts owing by you at balance date, indicating name of creditor and amount and nature of debt. Alternatively, as soon as possible after balance date, mark on cheque butts or highlight in cash book those items, which should be included.

Total at Balance Date: \$ _____ GST Included/GST Excluded

I: FIXED ASSETS

- Please provide a list of assets purchased and/or sold during the year specifying:
 - Date purchased/sold.
 - Amount paid/received.
 - Method of payment.
 - Trade-in details (if applicable).
- **Please provide relevant vouchers and hire purchase agreements.**
- Please provide details of any property acquisitions/sales and please supply copies of solicitors' settlement statements.

J: BUSINESS MOTOR VEHICLE(S) - FROM LOG BOOK

This section is applicable to sole traders and partnerships only.

If business motor vehicle(s) is/are owned, please provide total distance travelled this year, and distance travelled on business matters.

	Vehicle 1	Vehicle 2
Make/Model		
Registration no.		
Business Travel (kms)		
Total Distance Travelled (kms)		

Note: Motor vehicles other than commercial vehicles owned by a company and available for private use by shareholders/employees are subject to Fringe Benefit Tax.

K: HOME OFFICE EXPENSES

If part of your home is set aside principally for use as an office / workshop / garage / storage area please provide the following details for the financial year:

▪ Gas and Power	\$
▪ House Insurance	\$
▪ Mortgage Interest	\$
▪ House Contents Insurance	\$
▪ Rates	\$
▪ Rent Paid (if not a house owner)	\$
▪ Repairs and Maintenance - specifically for the office room	\$
▪ Other Expenses (please specify)	\$

For your first claim, please provide the following if part of your home is set aside principally for use as an office / workshop / garage / storage area.

1. Total Area of House: _____ sq m/sq ft (delete one)

		Area Used for Business Purposes	Measurement
2a.	Area of Office		sq m/sq ft (delete one)
2b.	Area of Workshop		
2c.	Area of Storage		
2d.	Area of Garage		
	TOTAL AREA USED		

Percentage of office area of total house: _____%

(2a divided by 1.)

3a.	Cost Price of Land and House	\$
3b.	Cost of Land	\$
3c.	Latest Govt Valuation – Land	\$
3d.	Latest Govt Valuation – Buildings	\$

L: REPAIRS AND MAINTENANCE

If information is not recorded in full on cheque butts or cash book, please provide details of major repairs and maintenance to business assets during the financial year.

M: ENTERTAINMENT EXPENSES

Please mark all entertainment expenses clearly on the cheque butts or cash book with the following details:

- Name of the person(s) entertained.
- Reason for the entertainment.

N: PORTION OF EXPENSES PAID FROM BUSINESS ACCOUNTS TO BE ALLOCATED AS PRIVATE

	\$	or	%
▪ Tolls			
▪ Travelling – NZ			
▪ Travelling – Overseas			
▪ Goods for own use			

O: OTHER

		Tick if info is provided
1.	<p>Business expenses paid from personal funds.</p> <ul style="list-style-type: none"> ▪ Please provide a list of expenses paid out from personal funds relating to the business. 	
2.	<p>Has there been any change in the nature of your business since last balance date.</p> <ul style="list-style-type: none"> ▪ If yes, please provide a brief outline of this change. 	
3.	<p>Have you raised, repaid, or made any payments to new or existing mortgages and/or loans during the year.</p> <p>If yes, please supply details/documents including:</p> <ul style="list-style-type: none"> ▪ Mortgagee or Lender ▪ Principal Sum ▪ Security Provided ▪ Term ▪ Commencement Date ▪ Rate of Interest <p>Please also attach copies of solicitors' settlement or relevant legal documents</p>	

P: ATTACHMENTS/COPIES OF THE FOLLOWING ALSO REQUIRED

		Tick if info is provided
1.	Summary of earnings for your employment (salary/wages).	
2.	Any documents showing benefits received.	
3.	Interest, notice of advice from the bank showing any withholding tax deducted.	
4.	Any slips of advice showing dividends or bonus shares received.	
5.	Any overseas income, e.g. interest, dividends, employment etc.	