

NAME: _____

RECORDS SUPPLIED CHECKLIST

Year ending _____

TERMS OF ENGAGEMENT

I authorise you to prepare Financial Statements from the information and records I have supplied to you.
I accept responsibility for the accuracy and completeness of all records and information supplied to you.
I advise you not to complete an audit or review.

.....
Please Sign Here

Email: _____

- **Acceptance Consideration** - have any matters arisen which have caused you to reconsider the original acceptance consideration. If yes please contact our office. **Y / N**
- **Bank Statements** - accompanied by **invoices, cheque and deposit books**, with narrations showing what each transaction relates to (if applicable)
- **Bank Account Number** - for any Tax Refunds
- **Cash Book** - recording all payments and receipts, with bank reconciliation at year end. (if applicable).
- **Invoice Book** - (if applicable).
- **Income & Expense Summary - Rental or Other** - showing income & expenses.
- **Invoices** – please provide invoices for the following: Asset purchases, Insurance & Rates
- **Credit Card Statements** - if used for business please highlight business transactions.
- **Data/Backup** – if we are to import your data please provide a USB stick, email the file, or advise when ready re live data upload
- **GST Returns** - Filed for year including workings.
- **Tax/Dividend Certificates** - showing interest or dividends received.
- **Investment Portfolios & Overseas Income** - we require full details of all investments (including market value, at balance date). For Managed Portfolios send the entire summary package issued at year end.
- **Donations/Schools Fees/Childcare Rebate** – please provide receipts.
- **Working for Families Tax Credits** - if you received WFTC during the year, please provide the most recent Certificate issued to you by IRD. If not please advise if you wish us to calculate your entitlement (if any). **Y / N**

- **FBT Returns** - filed for year including workings. □

- **Stock on Hand**
 Stock should be physically counted and a record kept.
 Stock on hand (exclusive of GST) \$.....

- **Work in Progress** \$.....
 Includes labour costs & materials (if applicable)

- **Fixed Assets** Y / N
 Please provide a list of any assets more than \$500 purchased or sold during the year, and attach any hire purchase or lease agreements. For any property purchases include a copy of the Sale & Purchase agreement and government valuation.

- **Cash on Hand/Unbanked cash**
 Amount of cash floats or sales not banked until after balance date. \$.....

- **Out of Pocket & Cash Expenses** Y / N
 These are business expenses paid by cash or from a personal account. Please provide a list.

- **Loans Details** Y / N
 Attach details of any new loans and also copies of the bank's yearly loan statements.

- **Entertainment Expenses** Y / N
 Please supply details of those expenses. Only 50% of the entertainment expense is deductible.

- **Vehicle Log Book** Y / N

Business kilometres
Total kilometres
Percentage Business %
(this log book must be updated every 3 years)	

- **Home Office or Workshop Expenses** Y / N

Floor Space – office
Total floor space
Percentage Business %

We require details of payments for rates, electricity, gas, insurance, mortgage interest, repairs & maintenance and telephone.

- **Company Details** Y / N
 We require details of any changes made during the year to shareholding, directors or addresses of the company.

- **Trust Details** Y / N
 We require details of any Gifting during the year.

NAME: _____

▪ **Accounts Receivable – Debtors**

Y / N

Please provide a list of accounts owed to you at balance date for goods and services you sold in May or earlier but did not receive payment for until later.

Name	Total Incl GST
TOTAL	

▪ **Accounts Payable – Creditors**

Y / N

Please provide a list of accounts owed by you as at balance date and indicate expense type (eg. Telephone).

Name	Total Incl GST
TOTAL	

