

## BUSINESS CHECKLIST - 1 APRIL 2018 TO 31 MARCH 2019

Business Name		IRD Number	
Address		Phone	
Email		Cellphone	

### Transaction Records Required

- Banklink DIY File - Please email us your file - or;
- MYOB general ledger summary & general ledger detail printouts - or;
- Other manual - Cashbook, or spreadsheet, analysed and reconciled to the bank statements monthly and including any cash expenses.

- All bank statements including any savings account or term deposit to 31 March 2019.
- Suppliers' invoices (bills paid) filed in date paid order.
- All insurance premiums paid - detailed analysis of fire, accident, disability, residence, contents and motor vehicle.

### Interest and Dividend Certificates

- Attach/Enclose copies of certificates.
- N/A - I/We have no interest and dividends.

### Current Assets

- Cash on hand \$\_\_\_\_\_ (Sales not banked prior to balance date)
- Till Floats \$\_\_\_\_\_ (Including petty cash)
- Work in Progress \$\_\_\_\_\_ (Work done, not invoiced at balance date excl. GST)
- Stock on Hand \$\_\_\_\_\_ (Valued at cost excl. GST)
- Accounts Receivable \$\_\_\_\_\_ (Attach detailed list of individual amounts owing to you)
- Stock Taken for Private Use \$\_\_\_\_\_ (This should be at **Cost Price** excl. GST)
- N/A - I have no current assets at balance date.

### Current Liabilities

- Accounts payable \$\_\_\_\_\_ (Attach detailed list of amounts owing at balance date)
- N/A - I owe no money at 31 March.

### IRD Records

- GST Returns (Including audit trail or workpapers)
- PAYE Returns (Including workpapers and wage book)
- FBT Returns (Including workpapers)

**Capital Expenditure or Fixed Assets**

- Asset Purchase (Attach invoices of new asset such as properties/plant/equip/motor vehicles)
- Asset Disposal (Provide details of assets sold or scrapped including sale price and date of disposal)
- N/A - We have not sold or purchased any assets during this financial year.

**Motor Vehicle**

- Log Book for vehicles not 100% business use (Completed for a three month period every three years)
- Log book previously supplied, no change to percentage of use.

**Legal and Loan Documents**

- Solicitor's statements and sale & purchase agreements relating to any legal transactions or asset purchases or sales during the year.
- Statements for any mortgages, hire purchases, leases or loans to 31 March.
- Agreements for any new mortgages, hire purchases, leases or loans.

**Individual Questionnaire**

- Individual questionnaire for a sole trader or one for each shareholder/partner related to this entity.

**Home Office Expenses**

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

	Power	\$ _____
	Insurance (Building & Contents)	\$ _____
Business Area _____ m2/ft2	Interest (House Mortgage)/Rent	\$ _____
Total area of house & other building _____ m2/ft2	<b>Interest Documents must be provided</b>	<input type="checkbox"/> <b>Attached</b>
	Rates	\$ _____
	Repairs & Maintenance	\$ _____
	Telephone Rental & Internet	\$ _____
	Other	\$ _____

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*