



BUSINESS CHECKLIST - 1 APRIL 2023 TO 31 MARCH 2024

Business Name		IRD Number	
Address		Phone	
Email		Cellphone	

New Information Required

- Would you like your Financials Emailed or Posted? Emailed Posted
- Do you own any Cryptocurrency? *If so, can you provide details please.*
- Did you receive any Financial Assistance in relation to COVID-19, ie Resurgence, Wage Subsidy ?

Transaction Records Required (if we don't have already throughout the year)

- All bank statements including any savings accounts or term deposit to 31 March 2024
- Suppliers' invoices (bills paid) filed in date paid order.
- All insurance premiums paid - detailed analysis of fire, accident, disability, residence, contents & vehicles.

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 balance date.

IRD Records (if you complete yourself)

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

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)

Motor Vehicle

- Log Book for vehicles not 100% business use (Completed for a three month period every three years)

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.

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	Interest (House Mortgage)/Rent	\$ _____
Total area of house & other building _____ m2	Interest Documents must be provided	<input type="checkbox"/> Attached
<input type="checkbox"/> Same percentage as last year.	Rates	\$ _____
	Repairs & Maintenance	\$ _____
	Telephone Rental & Internet	\$ _____
	Other	\$ _____

Signature

Date

Signature

Date