

**Information checklist for businesses**

**For the year ended 31 March** \_\_\_\_\_ *(If the business doesn't have a March balance date please amend accordingly)*

**(Note: Please use a separate new form for each business. We are happy to receive all information electronically).**

**Your business's name:** \_\_\_\_\_

(e.g. XXX Ltd / XXX Partnership / XXX Sole Trader)

**1. BUSINESS DETAILS**

Please provide any important changes or additional contact details below (This is optional).

Business telephone \_\_\_\_\_

Home phone \_\_\_\_\_

Mobiles \_\_\_\_\_

Person's name \_\_\_\_\_

Person's name \_\_\_\_\_

Email addresses \_\_\_\_\_ Person's name \_\_\_\_\_

Person's name \_\_\_\_\_

Fax \_\_\_\_\_

ACC Number (if known) \_\_\_\_\_

Website(s) \_\_\_\_\_

Preferred business postal address \_\_\_\_\_

Business street address \_\_\_\_\_

Home address \_\_\_\_\_

Are there key people in your business we should know about? Please enter details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We welcome the names of your children (and ages) and close family if you wish to provide them. (They're important to you so they're important to us) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2. DO YOU USE A COMPUTERISED ACCOUNTING SYSTEM?**

**YES / NO**

Depending on the system you use, we may need printed copies of:

- Balance sheet (i.e. assets and liabilities in a Statement of Financial Position)
- Profit and Loss report (i.e. income/revenue and expenses in a Statement of Financial Performance)

If you use **Xero**, have we been invited in to your account?

If you use **MYOB**, what version do you use, and do we have a back-up file plus your username and password? (*You can email us a back-up file, or send in a memory stick or CD*)

For computerised systems please check that we can access the information below. If not, please supply the supporting information listed (as applicable to you).

**3. BIG ISSUES?**

Yes?	N/A?
------	------

Has there been:

- Any major change in the business from the last financial year? e.g.
  - Big changes in sales (up or down)?
  - Big changes in staff?
- Any part of the business bought or sold?
- Major repairs?
- For companies, any changes in shareholding during the financial year?

If so, please provide details under OTHER NOTES AND COMMENTS as this could have implications for Look Through Companies ("LTCs") as well as standard companies.

- Any income or expenses not included in the information you are providing?
- Any lawsuits or other issues?

**4. BANK RECONCILIATIONS**

Yes?	N/A?
------	------

Were bank reconciliations done on the last day of the financial year for every account? This is very important. Please talk this over with us if you're unsure.

**Please provide a copy of the bank statement(s) showing the balances of all bank accounts on the last day of the financial year (usually 31 March) as well as a Bank Reconciliation report where a computerised system is used.**

**5. PETTY CASH or CASH ON HAND**

Yes?	N/A?
------	------

If you keep floats and/or petty cash please provide us with amounts held for each.

**6. STOCK (INVENTORY)**

Yes?	N/A?
------	------

If your business has trading stock (things you sell but aren't yet sold at the end of the year), please provide either a list or an overall unsold stock amount. Most businesses are required to do a physical stocktake on the last day of the financial year.

The Stock figures you give us should exclude GST. Please ask us if you're unsure.

**7. WORK IN PROGRESS**

Yes?	N/A?
------	------

This is the value of any billable work that has been completed but hasn't yet been billed.

This might apply to (examples only): professionals, builders, mechanics, manufacturers, website developers.

**8. MONEY OWED TO YOU (i.e. Debtors / Accounts Receivable)**

Yes?	N/A?
------	------

Provide a report from your system or a list of people who owe you money at the end of the year (usually 31 March). These will be inclusive of GST.

Please include details of any money owed to the business that you have decided won't get paid to you or is unlikely to be paid. (Note that these amounts should be written off as bad debts from Debtors/Accounts Receivable before the end of the year to get a tax deduction).

**9. MONEY OWED BY YOU**

Yes?	N/A?
------	------

**(i.e. Creditors / Accounts Payable / Money you owe other suppliers such as for office supplies, stock, electricity, FBT and PAYE). Loans are covered further below.**

Provide a report from your system or a list of people who you owe money to at the end of the financial year (usually 31 March). These will be inclusive of GST.

**10. INVESTMENTS**

Yes?	N/A?
------	------

**Please include details of any investments in other companies, term deposits held as at the end of the financial year, bonus bonds, etc.**

**11. HOLIDAY PAY OWING (Optional)**

Yes?	N/A?
------	------

**Please provide a printout or details of:**

- Holiday pay that's owing to your employees as of the end of the financial year, plus
- Holiday pay that was paid out (because holidays were taken by employees) within 63 days of the end of the financial year. This is because this can be deductible in this financial year). If uncertain please ask us about this.

**12. FIXED ASSET CHANGES**

Yes?	N/A?
------	------

**Please provide details of** Details of the cost, selling price and trade-in value of plant, vehicles, property etc. bought, sold or traded in during the financial year.

**13. DIVIDENDS RECEIVED, INTEREST RECEIVED**

Yes?	N/A?
------	------

Please include details (interest certificates, dividend statements, bonus bonds wins, etc.) during the financial year.

**14. DIVIDENDS PAID**

Yes?	N/A?
------	------

Please include details of dividends your company has declared or paid during the year (if applicable).

**15. REPAIRS & MAINTENANCE**

Yes?	N/A?
------	------

Details of significant repairs and maintenance, alterations and modifications.

**16. ACC INVOICES**

Yes?	N/A?
------	------

Please provide the invoices of ACC that have been paid during the financial year. Otherwise you might like to provide your ACC number so we can access the information directly.

**17. LEGAL FEES**

Yes?	N/A?
------	------

Copies of all solicitors' statements for the work they've done if the work is greater than \$10,000.

**18. HOME OFFICE EXPENSES**

Yes?	N/A?
------	------

If you use part of your home for your business (such as for office work, a workshop or for storing equipment), please provide us with some details:

Area used for *business* (office/workshop/storage) \_\_\_\_\_ in square metres (A)

Total area of your home (office/workshop/storage) \_\_\_\_\_ in square metres (B)

(From the above we get a % of business use of your home) \_\_\_\_\_ % (A/B)

Home and contents insurance \$ \_\_\_\_\_ for the 12 months

Interest of your home loan(s) or rent paid \$ \_\_\_\_\_ for the 12 months

(please exclude principal paid on loans) \$ \_\_\_\_\_ for the 12 months

Electricity, firewood and gas. \$ \_\_\_\_\_ for the 12 months

Rates \$ \_\_\_\_\_ for the 12 months

Repairs and maintenance \$ \_\_\_\_\_ for the 12 months

Home telephone line rental and business related tolls \$ \_\_\_\_\_ for the 12 months

Other expenses \$ \_\_\_\_\_ for the 12 months

**19. GOODS FOR OWN USE**

Yes?	N/A?
------	------

If applicable, this is the detail of goods taken home from the business for your own use, where you haven't paid for them from your personal bank account. These are essentially personal drawings.

**20. RESEARCH & DEVELOPMENT TAX INCENTIVE (RDTI)**

Yes?	N/A?
------	------

R&D tax credits of 15% are available on eligible expenditure of a minimum of \$50,000 (or less with an approved research provider). Please provide any details.

**21. OTHER NOTES AND COMMENTS**

---

---

---

Thank you! Please ask or comment about anything that you are unsure about. If in doubt about whether to include something, we suggest you just include it.

If you have suggestions about how to improve this checklist please also let us know.

**PRIVACY ACT**

*Signed agreement for directors and employees of Blackler Smith & Co. (BSCO Ltd) to be able to file tax returns for all tax types, obtain information from and provide information to: Inland Revenue Department regarding my/our tax affairs, ACC, our bank, lawyer, payroll provider and other advisors in respect of our business and taxation affairs. This may be by way of telephone, email/online services, fax, or in-person meeting on behalf of:*

Signed and dated \_\_\_\_\_ / \_\_\_\_\_ /202\_