

Business End of Year Checklist

Client Name: _____

Tax Year: _____

Accountant: _____

The following is assuming a standard balance date of 31 March, if you have a different balance date please provide details for the year ending with your balance date.

Below is a list of information we will need in order to complete your Financial Statements and Tax Returns. Please check which items are applicable and provide the details in that section.'

Please provide:

- Bank Statements and Credit Card Statements for all of the entities bank accounts showing the balance at 31 March.
- Loan Statement showing the interest rate and balance at 31 March for all mortgages/loans.
- Provide the above information for any/all of the entities foreign bank accounts.
- A list of details of any income or expenses not received/paid via the entities bank accounts
- If you have received income before 31 March for work done after 31 March? Provide details of from whom received, dollar amount and when the work was done.
- Details of any payments made in advance for goods/services received after 31 March.
- Provide hire purchase agreements and/or lease agreements entered into during the period
- Do you have livestock? Provide livestock reconciliation and details related to sale and purchases of stock.
- Details of any business commitments, contingent liabilities and post balance date events which may influence the business activity.
- Invoices for all insurances paid
- Invoices for all legal expenses
- Invoices/Receipts for all donations made
- Details of any business travel done throughout the period

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Are your bank transactions processed through an accounting software such as Xero?

- Yes
- No

If not being processed through your accounting software please provide the following where applicable:

A csv. file from 01 April to 31 March for all of the entities bank accounts including:

- Main business account
- Savings
- credit card accounts
- foreign bank accounts
- loans/mortgages

- Total accounts payable (money you owe) at balance date _____ & provide a detailed list.
- Total accounts receivable (money owed to you) at balance date _____ & provide a detailed list.
- Stock balance at balance date _____ and provide a summarised list
- Total Work in Progress at balance date _____
this should include cost of labour, materials and overheads
- Cash on Hand/Till balance at balance date _____
- Copies of GST return workings (if completed by yourself)
- Outstanding holiday pay _____ at 31 March
- Holiday pay likely to be paid within the 63 days from balance date _____
Any holiday pay accrued but not paid to employees by year end should be noted for inclusion in the financial statements.

Does your business have a rental property?

- Provide Rental Checklist
If the entity has any rental properties both commercial, short stay and residential please fill out the rental property checklist for each property

Does your business have any Investments?

- Provide Investments Checklist
If the entity has any term deposits, shares, PIE, cryptocurrency, bonds etc please fill in the Investment checklist

Does your business use any part of your home for storage, office space or show room?

- Provide Home Use Checklist

Does the business own any Fixed Assets

Are any assets being used for personal use?

- Rental/Holiday home? Provide a day count of business use and a day count of private use
- Motor vehicle? Either a log book for 3 months or advise which days are used privately e.g. 2/7 days private being weekends
- Other, provide details as applicable

Were any assets purchased during the year ended 31 March? If so provide:

- For general assets provide invoices for all purchases \$1000 +
- For Land & Buildings
 - provide Sale & purchase agreements
 - Settlement Statements (typically obtained from both lawyers)
 - Provide us with the completed Chattels Checklist

Were any assets sold/stolen/disposed off during the year ended 31 March? If so:

- Advise which assets were sold and how much was received, if not already available within your accounting software
- Advise which assets were stolen/broken and if you received an insurance claim provide the amount received
- Advise which assets were disposed of e.g. old electronics have become outdated and have been thrown out/no longer in use.

If the entity is a trust provide copies of:

- Any variations to the trust deed such as change of trustees
- Gift statements
- Any specific decisions by the trustees regarding the distribution of income for the year

If the entity is a company:

- Have there been any changes in shareholdings during the financial year?
- Does 80% or more of your company income arise from one customer or related customers?

If the entity is a sole trader:

- Review the Individual Checklist and provide any applicable information

Menu of Other Services

Please tick the box if you would like to discuss any of the following with us:

- Financial Budgeting
- Cashflow Forecasting
- Cashflow Management Advisory
- Business Development and Coaching – Quarterly or Monthly
- Business Planning Session
- Succession Planning
- Trust Administration
- Management Reporting
- Setting up a family trust and how it works
- Business Start Up Advise
- Xero Training
- Tax Pooling Advice and Management

Would you like a meeting with your accountant to discuss the financial statements & tax returns?

If no, would you like the accounts mailed, emailed or collected from our office?

I instruct Drumm Nevatt & Associates Limited to prepare my financial accounts (if appropriate) and taxation return(s). I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information.

I authorize Drumm Nevatt & Associates Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organizations to obtain such further information as is required to carry out the above engagement.

Signature _____ Date _____

Thank you for your time and co-operation – your assistance is much appreciated!