BUSINESS TAXATION CHECKLIST

Company Name:	
IRD No:	Contact No:
Email:	
Address:	

The financial year has now come to an end. To assist you with getting your accounts in order we have provided you with a checklist below. We hope that this is helpful in collating all the information we will need.

Depending on the records you keep for your business/rentals etc, some of these items will not be applicable to you. However, it is a requirement of the Chartered Accountants Australia and New Zealand that clients be provided with an annual checklist which is signed and enclosed with the appropriate records.

If you respond 'YES' to any questions below please see the notes under the corresponding question for all documentation that is required. If you respond 'NO' to a question or if a question in not applicable, no further action is require and you can move on to the next question.

1. BANK STATEMENTS

Yes No N/A

Is all income shown on bank statements?
Provide all bank statements making sure that all transactions for the last 12 months are included

Do you use cheques?
Provide all cheque butts that are relevant

Do you have any Cheques and/or Deposits unpresented?
Provide a list of details of any proceeds/takings not banked including from whom received, nature of receipts, dollar amounts and how proceeds were spent

Do you have any Handwritten or Excel Format Cashbooks?
All handwritten cashbooks to be included and if applicable excel print outs in hard copy or if preferred excels can be forwarded by email attachment to your accountant (see last page for email details)

2. ACCOUNTING SOFTWARE

Yes No N/A

Do you operate an accounting software package?
Arrange for a suitable transfer or backup file to be sent to us

Software name ____

Software version ____

Do you have a cloud-based accounting system?
Provide us with access to your cloud-based accounting system

Accounting System __________________________

3. DEDUCTIBLE EXPENSES

Did you incur any of the following expenses?

	Yes	No	N/A
Accident compensation levies Please provide us with your ACC number(s)			
Loss of income insurance (income protection) Copy of the insurance confirmation letter from your provider (normally sent out in April)			
Donations made throughout the year Include all relevant receipts			

4. INVESTMENTS

	Yes	No	N/A
Do you hold any deposits? (e.g. term deposits, savings accounts etc) Year-end statements for all deposits held at balance date, certificates summarizing annual interest earned & Residential Withholding Tax (RWT) deducted for each deposit.			
Did you buy or sell any shares? Documents outlining any share purchases or sales during the year, which include the price, number of shares traded and date of sale/purchases			
Did you receive any dividends from shares? All dividend certificates			
Do you hold any investments in a Portfolio Investment Entity (PIE)? Details of any investments in New Zealand Portfolio Investment Entities that were acquired in the year or converted into PIE's during the year, the Portfolio Investor Rate as notified to any PIE manager during the year, and copies of all distribution summaries received by PIE managers.			
Do you hold any type of monetary/financial investment, whether New Zealand nominated or not? (e.g. shares, rights or interest in a NZ or offshore company or unit trust, PIE investments, bonds, NZ or foreign term deposits, mortgages) Details on all foreign equities owned (including sales and purchases) during the year – including name of entity, country of residence and number of shares/unit held – their cost price if acquired during the year or market value as at the start of the year if already owned, and any income distributions received.			
Do you have any bank accounts in foreign currency, or other offshore Investments, other than those above? Documentation containing details of bank accounts denominated in foreign currency and all offshore non-equity investments and loans other than those that appear in your cashbook.			

5. GST – clients who prepare their own GST

Periodic basis on which your GST is prepared

Monthly ☐ Two monthly ☐ Six monthly ☐

Basis in which GST is prepared

Payments basis ☐ Invoice basis ☐ Hybrid basis ☐

Provide worksheets for each GST return period showing calculations

6. MAJOR CHANGES AND TRANSACTIONS

Yes	No	N/A

Has the nature of the business changed in the last 12 months?

(Description of change of nature) ____

____

Has there been any major transactions? (e.g purchase/sale of property, acquisition or disposal of major assets)

Provide documentation of sale and purchase agreements of property, sale and purchase documentation for the acquisitions or disposal of major assets

7. CASH ON HAND

Yes	No	N/A

Do you have cash on hand *(e.g. petty cash, till floats etc)*

Petty Cash Amount ___________________

Till Floats Amount ___________________

Cash Sales not yet banked Amount ___________________

8. ACCOUNTS RECEIVABLE & PAYABLE

Yes	No	N/A

Do you have any accounts receivable - any money owed to you at the end of the financial year

(Please list below or a separate list if required) – GST inclusive

____

____

Do you have any accounts payable – any money owing by you at the end of the financial year

(Please list below or a separate list if required) – GST inclusive

____

____

9. STOCK ON HAND

Yes	No	N/A

Do you have stock on hand?

Value (at cost)__________________ (GST exclusive)

(attach schedules and calculations)

10. FIXED ASSETS

	Yes	No	N/A
Did you purchase any fixed assets during the year? (Plant, Equipment, Motor Vehicle, Office Equipment etc.) - Provide details below			

____

____

____

Did you sell any fixed assets during the year? – Provide details below			

____

____

11. MORTGAGES/LOAN CHANGES

	Yes	No	N/A
Do you have any bank loans or mortgages? – Provide details below			

____

____

____

Did you make any increases/decreases in mortgage/loan balances?			

____

____

____

Did you make any alterations to repayment terms/current interest rates?			

____

____

12. OTHER

	Yes	No	N/A
Did you file any returns for fringe benefit tax? Attach all fringe benefit tax returns			
Did you undertake any major repairs or maintenance? – provide details below			

____

____

____

Did you incur any Legal Expenses?			

(provide details and costs incurred)____

____

____

13. COMPANY/TRUST RENTAL INCOME

Yes No N/A

What is the address of your rental property(s)

____

____

____

Have you received income or paid any of the following expenses for your rental property(s)

Rents received

Land rates

Water rates

Insurances

Bank Statements for rental property(s) for all rental income and expenses incurred with details provided for all cheque payments

Repairs & maintenance – Provide details and costs incurred

____

____

____

____

Have you incurred any interest on rental mortgage(s)
Documentation showing the interest incurred on the mortgage(s)

Have you bought or sold any rental(s) this financial year?
Provide us with the sale and purchase agreement(s) and solicitors settlement statements for the sale and/or purchase of the rental property(s)

14. HOME OFFICE EXPENSES

Yes No N/A

What is your home address?

____

Has you moved home at any point this year?

Your previous rent per week $______________

Date that you moved ______________________

Previous address____

Have you got a home mortgage?
Documentation showing interest payments for the home mortgage

Do you pay rates? Amount $_____________per year

Do you Rent? Amount $_____________per week

Do you have Home or Contents Insurance
Include documents showing what this insurance covers and showing cost

Do you pay home Power
Include invoices for power

Yes	No	N/A

Did you incur any home repairs or maintenance costs?
Provide all receipts

Total sqm2 of house including garage

Total sqm2 of office and business area used

Total sqm2 of garage if used for the business

15. MOTOR VEHICLE

List of all vehicles used in the running of the business

____

____

List of all vehicles bought/sold and monetary amounts?

____

____

16. COMPANY TAX & GST REFUNDS

Bank Account Details – For personal tax refunds and rebates, the IRD no longer sends tax refunds by cheque and only provide refunds by bank transfer. Although not applicable to companies at this stage, the IRD are likely to extent this to other entities in the future. Therefore would you please provide us with details of the bank account to which any refunds can be direct credited.

Accounts Name:____

Bank Name:________________________________Branch:______________________

Account No:_______/___________/______________________/_______

PLEASE READ AND SIGN BELOW

I instruct Drumm Nevatt & Associates Limited to prepare my taxation return.

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 ______________________
(please sign here)

Signature ____ Date ______________________
(please sign here)

Please remember to attach all relevant supporting documentation, as outlined in the supporting documentation document. If you have any questions please contact us.

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

For your convenience please see below for a list of emails and contact details for the personnel in our office.

Bernie Drumm Director	bernie@dnaca.co.nz (021) 653 443
Craig Nevatt Director	craig@dnaca.co.nz (021) 409 505
Lisa Miller	lisa@dnaca.co.nz
Theresa Moore	theresa@dnaca.co.nz
Ela Nawrot	ela@dnaca.co.nz
Sheryl Miller	sheryl@dnaca.co.nz
Claudine Herman	claudine@dnaca.co.nz
General Enquires	office@dnaca.co.nz (09) 534 4382