

FINANCIAL STATEMENTS CHECKLIST – 2011



CHANGES: Has the nature of your business changed over the year?
If yes, please provide details

Is there any other information not detailed above that you consider would be of benefit in preparation of the accounts? Please attach details

Tick if included

RECORDS REQUIRED:

COMPUTERISED ACCOUNTING SYSTEMS

1. Printouts required of:

- Trial balances
- Profit and loss balance sheet
- Aged payables and receivables listings
- End of year bank reconciliation and last bank statement

2. **Backup of data file** (include details of programme and version)

Emailed

Disk

MANUAL ACCOUNTING SYSTEMS

1. **Bank Statements** – All Bank statements and cheque butts for the financial year, including those for the month after balance date.

- Please ensure that no statements or cheque butts are missing and that all cheque butts have been completed
- Ensure any bankings which are not sales are clearly identified

2. **Cashbook** – Ensure a copy of the year end bank reconciliation is included, together with a copy of your last bank statement

OTHER INFORMATION REQUIRED:

a) **Cash on Hand:**

Should include cash floats and cash sales prior to balance date but not banked until after balance date

\$.....

b) **Accounts receivable** – attach schedule.

Note: To be deductible, all bad debts must have been written off your ledger prior to 31 March 2011

\$.....
(GST Inc)

c) **Accounts Payable** – attach schedule

\$.....
(GST Inc)

d) **Work in progress:**

Work in progress should include material cost, labour and overhead content. This amount should be GST exclusive.

\$.....
(GST Exc)

e) **Stock on hand:**

An inventory should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at a) the lower of costs, b) market value, c) replacement cost, d) discounted selling price.

\$.....
(GST Exc)

Is any stock subject to security or reservation of title? If so, provide details

f) **Fixed assets:**

Provide details of fixed assets purchased or sold during the year (including date of acquisition/sale) and details of any financing. (Include hire purchase and lease documents).

- g) **Loans/Mortgages:**
Provide details of any changes, details of security provided and current (at balance date) interest rates. Include copy of loan agreement for all new loans)
- h) **Rental properties:**
Please advise gross rents received and expenses to be claimed against this income (eg rates, interest, repairs, insurance, other).
- If property has been bought or sold during the year we require copies of settlement statements and sale and purchase agreement and loan info.
- i) **Investments**
Please enclose all investment related documents including dividend warrants and purchase/sale notes
- j) **GST and FBT Returns**
Copies of all GST/FBT returns completed in the financial year including calculation work papers.
- k) **Wages**
Copy of year end summary from wages system by employee.
- l) **General information:**
1. Were all takings banked in your business account? If not, please provide details of amounts not banked and how they were utilised.
- if used for business expenditure a breakdown of relevant expenses is required. Yes/No
 2. The percentage of motor vehicle costs paid by the business which relates to personal use. Note: A log book is required to be kept for 3 months every 3 years to substantiate business proportion of motor vehicle expenses. _____%
 3. Were any business expenses paid from private bank accounts or credit cards? If yes, please supply details and/or documentation Yes/No
 4. The value of goods taken for private use (but not paid for). \$.....
(GST Exc)
 5. Please provide us with all legal statements relating to any business transactions
 6. **Other Information required:**
 - Copies of insurance invoices
 - Details of any contingent liabilities
 - Copy of Government Valuations for all property owned
 7. **Home Office Expenses:**
If part of your home is used for business purposes please advise expenses, eg. insurance, mortgage interest, power and gas, rates and repairs. This includes a home office, workshop or storage area. Please provide details of the property and a copy of the rates demand if this is the first year you have made a home office claim.

Area of home for officesq m

Total of area of homesq m%
 8. **LOSS ATTRIBUTING QUALIFYING COMPANY:**
Has there been any change of shareholding during the year? If the company shares are owned by a Trust, have any of the Trustees changed or have any beneficiaries reached age 20. If yes, please provide details. Yes/No

Sign: _____ Date: _____