



Alison Blanchett
SMART BUSINESS CENTRE ACCOUNTANTS
IMPROVING LIVES THROUGH BUSINESS SUCCESS

ANNUAL CHECKLIST – BUSINESS

NAME:

TRADING NAME:

BUSINESS DESCRIPTION:

ADDRESS:

CONTACT NUMBERS:

Home: Mobile:

Work: Fax:

Email:

INFORMATION REQUIRED FOR COMPLETION OF FINANCIAL ACCOUNTS

Please tick off the following list to ensure you have supplied all of the relevant information for the period; if this doesn't apply to you then just leave blank.

Manual Cashbook

Your manual cashbook should be written up, analysed and reconciled to the bank statements.

Bank and Visa Statements for Business

All bank statements for the business for the financial year including cheque butts and any personal expenses clearly marked.

HP or Lease Agreements

Details of hire purchase agreements, including closing loan balances, interest rate and details of securities in place (where applicable).

Legal Transactions

Please provide any invoices from your lawyer or legal transactions such as sale and purchase agreements (if applicable).

Loan Statements

Full details of any amounts drawn down or repaid during the year, plus all bank loan summaries for the financial year.

GST Return Information

Copies of all GST returns completed during the financial year and all supporting workings for each return.

Cash on Hand

Details of all cash on your premises as at the end of trading on balance date (including till floats, cash on hand and sales not yet banked).

Total: \$.....

Inventory/Stock on Hand

Stock should be physically counted at balance date; stock may be valued at the lowest of (a) Cost or (b) Market Value. If you estimate your stock to be lower than \$10,000.00 then you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock.

Total (GST Excl): \$.....

Work In Progress

This relates to items that are not yet ready for sale. Figure should include cost of raw materials, labour and relevant overheads.

Total (GST Excl): \$.....

Accounts Receivable (Debtors) – see attached

All accounts or amounts owing to you at balance date should be scheduled.

Accounts Payable (Creditors) – see attached

All accounts or amounts owed by you at balance date should be scheduled indicating the name of creditor, amount and what the debt is for.

Asset Movements – see attached

Details of all assets purchased, sold or traded in during the financial year, please complete schedule attached.

Investment Information

Details of any business investments, plus investments bought and sold during the year, plus any income received from them eg dividends and interest.

Overseas Income

Please state **any** income received from an overseas source.

As there is complex tax legislation in relation to overseas pensions and investments please supply details of these and we can determine the tax implications (if any).

Additional Information

Any other information that is relevant to this tax year that has not previously been provided.

ASSETS PURCHASED OR SOLD

If you have purchased, sold, disposed of or traded in an asset, (with the value of more than \$500.00 GST exclusive) relating to your business during the period to 31 March, please supply documentation and complete details below.

Asset Additions

| Addition Description | Private Use % | Addition Date | Addition Cost (GST Excl.) |
|----------------------|---------------|---------------|------------------------------|
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Asset Disposals/Trade Ins

| Addition Description | Disposal/ Write Off | Private Portion | Sale Date | Sale Price (GST Excl) |
|----------------------|------------------------|-----------------|-----------|--------------------------|
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PERSONAL USE OF BUSINESS ASSETS

GOODS TAKEN FOR OWN USE:

What was the value (cost price) of goods/stock taken for private use for the financial year? **TOTAL (GST Excl):** \$

VEHICLE EXPENSES:

If the business vehicle is used privately the expenses need to be adjusted to take out the private portion. If you keep a log book please advise the percentage of business use. If you do not keep a log book you can only claim 25% business use. (A log book should be kept for 3 consecutive months. This should be done once in every three year period).

BUSINESS USE OF PERSONAL ASSETS

If you run your business from home, you may use your personal equipment or assets for business use. In order to accurately claim all your tax deductible expenses, please ensure you provide us with the following information:

TELEPHONE:

Business Tolls:

Please supply your telephone bills with calls clearly marked as business or personal.

VEHICLE EXPENSES:

If you have used a private vehicle for business purposes please advise the number of kilometres and we can make a claim based on 0.77c a kilometre.

HOME OFFICE CALCULATION

Please calculate the total amounts and/or supply documentation about the following household expenses so we can calculate your tax deductible Home Office claim.

Percentage to claim

In order for us to accurately calculate your Home Office claim, we need to know the area of the space used as an office, or for other business activities, in relation to the area of the whole house. [e.g. a house which is 100m², with an office space which is 10m² means the claimable amount of the household expenses is 10%.] When calculating the space used for business in your home, please note the claimable space:

- should not include your toilet/bathroom, kitchen, garage etc. (unless specifically available for use by your customers); and
- can include storage areas - if you are storing items/documents/equipment/tools used for your business.

Area of house used for business: m²

Area of whole house: m²

| | | |
|--------------------------|--|----|
| <input type="checkbox"/> | Rates per year: | \$ |
| <input type="checkbox"/> | Water Rates per year: | \$ |
| <input type="checkbox"/> | Power per year: | \$ |
| <input type="checkbox"/> | House Insurance per year: | \$ |
| <input type="checkbox"/> | Repairs/Maintenance (office related only): | \$ |
| <input type="checkbox"/> | Rent per year: | \$ |
| <input type="checkbox"/> | Home Loan Interest per year: | \$ |
| <input type="checkbox"/> | Telephone (line rental only): | \$ |
| <input type="checkbox"/> | Internet: | \$ |
| <input type="checkbox"/> | Other (please specify): | \$ |

ACC INFORMATION

Please provide your ACC number so we can confirm any ACC levies for the year (if applicable):

ANY OTHER INFORMATION?

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