

ACCOUNTANTS & TAXATION CONSULTANTS

Business Client Checklist for the Tax Year 01/04/2021 - 31/03/2022

The following client checklist details the relevant information required by us to prepare your financial statements & tax returns efficiently and in a timely manner for year ended 31 MARCH 2022.

Please print this checklist & answer ALL questions relevant to your business affairs.

Place your completed checklist as the front page before hard copies of documents / file(s) to enable our administration team to check & assist should you have any missing / incomplete information.

If you have any questions about the checklist please do not hesitate to contact Shelley from our admin team and she will assist - shelly@martindavidson.co.nz or call 09 294 6262.

We will return ALL documentation to you on the completion of your financial accounts & taxation filing obligations.

	N/A	Yes
<u>Xero users</u>		
You can upload all your financial information into Xero file (named appropriately for easy identification) by clicking on your organisation name and select File	<input type="checkbox"/>	<input type="checkbox"/>
<u>MYOB Desktop users</u>		
For MYOB AccountRight or Essentials users - please add Martin Thomas (email - taxman@ix.net.nz) as a user with manage user access	<input type="checkbox"/>	<input type="checkbox"/>
<u>Not a Xero or MYOB user (& maintain your own cashbooks)</u>		
Copy of the following reports for the year ended 31 March 2022:	<input type="checkbox"/>	<input type="checkbox"/>
- CSV files of all your business bank accounts obtained from your internet banking		<input type="checkbox"/>
- Trial balance as at 31 March 2022		<input type="checkbox"/>
- Detailed General Ledger report for the year		<input type="checkbox"/>
- Bank reconciliation report		<input type="checkbox"/>
- Copy of GST returns <u>and audit trail</u>		<input type="checkbox"/>
- If you normally provide full bank statements for us to process, please send a csv file of your business bank account - (exported from your internet banking)		<input type="checkbox"/>
<u>Bank & Business credit card statements</u>		
PDF Copies of Bank statements confirming the closing balances as at 31 March 2022 for all Business bank accounts		<input type="checkbox"/>
Copies of Statements for ALL applicable Credits Cards, including closing balances as at 31 March 2022	<input type="checkbox"/>	<input type="checkbox"/>
<u>Business expenses</u>		
If not included in your systems above, please provide business expenses paid from other sources eg private accounts or credit cards	<input type="checkbox"/>	<input type="checkbox"/>
<u>Cash on hand and/or Petty cash</u>		
Cash on hand at close of business on 31 March 2022 & subsequently banked after 31st March 2022	<input type="checkbox"/>	<input type="checkbox"/>
Petty Cash Float as at 31 March 2022	<input type="checkbox"/>	<input type="checkbox"/>
<u>Loans</u>		
Provide <u>all</u> loan summaries for the year - showing interest and loan balance at 31 March 2022	<input type="checkbox"/>	<input type="checkbox"/>

	N/a	Yes
Hire Purchase		
Provide copy of any new Hire purchase agreement	<input type="checkbox"/>	<input type="checkbox"/>
Provide updated statement of existing Hire purchase which confirms closing balance and interest paid for the year	<input type="checkbox"/>	<input type="checkbox"/>
Stock on hand/Livestock		
Stock on hand - Total value of stock on hand as at 31 March 2022 - cost price (excluding GST) (this figure will be based on your year-end stocktake or from a year end stock / inventory report)	<input type="checkbox"/>	<input type="checkbox"/>
Stock on hand value (GST exclusive) _____	<input type="checkbox"/>	<input type="checkbox"/>
FARMERS ONLY - please provide stock numbers, ages, and breeds as at your balance date		
Work in progress		
Contracted work partly completed but not charged out as at 31 March 2022 (including GST)	<input type="checkbox"/>	<input type="checkbox"/>
Work in Progress value (GST exclusive) _____		
For property developers - Value at accumulated cost including GST - this includes cost of purchase of property plus development cost to the end of 31 March 2022	<input type="checkbox"/>	<input type="checkbox"/>
Debtors - Money You Are Owed		
Provide a list of all debtors at balance date (if invoices are not being generated through Xero)	<input type="checkbox"/>	<input type="checkbox"/>
Did you write off any bad debts during the financial period? Provide a list of bad debts (including GST)	<input type="checkbox"/>	<input type="checkbox"/>
Creditors - Money You Owe		
Provide a list of creditors as at 31 March 2022 (including GST) (if bills are not being raised through Xero)	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Assets		
Provide invoices for all assets purchased during the year over \$1000 exl GST	<input type="checkbox"/>	<input type="checkbox"/>
Advise of any assets sold, sale price (including GST) and/or any assets written off	<input type="checkbox"/>	<input type="checkbox"/>
Home Office claim		
Provide the following information for the period 01/04/2021 - 31/03/2022		
Total area of your home in m ² _____		
Total area of your home used for business (office/storage) in m ² _____		
Home expenses for the year:		
Total mortgage interest paid, or if renting, total rents paid _____		
Total electricity paid _____		
Total rates paid, including water _____		
Total house & contents insurance paid _____		
Total gas paid _____		
Total telephone & internet paid _____		
Total repairs & maintenance paid _____		

Please provide a working paper summary list of repairs & maintenance expenses

	N/A	Yes
Private adjustment on vehicles owned by your business		
Vehicle owned by company - Using last years' company depreciation schedule as a guide, indicate which vehicles are available for private use (note travel to and from home is classed as private use) How many days in the year ended 31 March 2022 were the vehicles NOT available for private use (was at mechanic for repairs; used for overnight out of town business travel) - indicate on your depreciation schedule	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle owned by sole trader/partnership - Have you kept a logbook in the past 3 years recording business vs private travel? Include copy of your logbook with your financial information If no logbook has been kept over the last 3 year - The link below is the IRD template Logbook to be kept for 3 months and is valid for 3 years	<input type="checkbox"/>	<input type="checkbox"/>
IRD - Covid-19 Resurgence support		
Did you receive the Covid-19 Resurgence Support payments? If so, how many? IRD number used for application _____	<input type="checkbox"/>	<input type="checkbox"/>
IRD Small Business Cashflow Scheme Loan/Business Loan Top Up		
Did you receive IRD Small Business Loan or the Business Loan Top Up IRD number used for application _____	<input type="checkbox"/>	<input type="checkbox"/>
Residential property investors		
If you have a residential property - please complete the Rental checklist	<input type="checkbox"/>	<input type="checkbox"/>
Trust		
If you have a trust - please complete the Trust checklist	<input type="checkbox"/>	<input type="checkbox"/>
Expenses		
Provide donation receipts (or copies) for donations made over the value of \$5 during the period	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Income protection insurance receipt	<input type="checkbox"/>	<input type="checkbox"/>
Investment income in your own name		
Provide copy of <u>all</u> investment income information - including interest/dividend certificates, portfolio reports for the year ended 31 March 2022	<input type="checkbox"/>	<input type="checkbox"/>
Provide financial information per Rental checklist for any rental properties, in New Zealand or overseas, own in your own name	<input type="checkbox"/>	<input type="checkbox"/>
Resident Withholding Tax certificates		
Resident Withholding Tax (RWT) certificate(s) issued from the bank for any interest received in any business, joint accounts or personally, or to any savings accounts (PDF downloadable from your Online Bank Account)	<input type="checkbox"/>	<input type="checkbox"/>
Year-end Accounts		
If you wish to receive a printed copy of your annual accounts, please indicate here	<input type="checkbox"/>	<input type="checkbox"/>
Would you like to meet to discuss your completed Financial Statements and Tax Returns?	<input type="checkbox"/>	<input type="checkbox"/>