

**MARTIN DAVIDSON & ASSOCIATES LIMITED**  
 ACCOUNTANTS & TAXATION CONSULTANTS  
 Client Checklist Covering the Tax Period 01/04/2019 - 31/03/2020

The following client checklist details the relevant information required by us to prepare your financial statements & tax returns efficiently for year ended 31 MARCH 2020.

Please print this checklist & answers ALL questions relevant to your business, rental, trust & personal 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 Debbie from our admin team and she will assist - debbiefrancis@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. If you wish to be digital simply scan the completed checklist and supporting information and file in your XERO account or email Debbie directly with the information.

The checklist should only take 15-30 mins to complete - simply circle Yes OR No OR Not Applicable (N/A) if a section does not apply to your affairs.

Don't panic if you are unable to provide all the information, just indicate on the notes page 3 missing / incomplete information. If you are not sure you are a XERO client or would like to be set up on XERO.

**REF**

|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|----|--|--------------|---|----------|--|--|--|--|---|--|--|--|--|--|
| A  | <u>BANK &amp; BUSINESS CREDIT CARD STATEMENTS</u>  | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
| A2 | File copies of Bank statements for the year & importantly a statement disclosing of closing balances as at 31 March 2020 for all Business, Rental & Trust bank accounts as applicable  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| A3 | File copies of Statements for ALL applicable Credits Cards, including closing balances as at 31 March 2020   |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| B  | <u>BORROWINGS - LOAN MORTGAGE OR FINANCE</u>   | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
|    | Existing Loans, Mortgages or Finance Agreements: Bank or Finance Institution statements for the year & importantly a statement disclosing the closing balances as at 31/03/2020  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| B2 | New - statements of new borrowings for period & importantly a statement disclosing the closing balances as at 31/03/2020   |              |   |          |  |  |  |  |   |  |  |  |  |  |
| B3 | Purpose of new borrowings (if not obvious) <span style="float: right; border: 1px solid black; display: inline-block; width: 300px; height: 15px;"></span>   |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| C  | <u>GST - COPIES OF GST WORKING PAPERS IF YOU PREPARE YOUR OWN GST RETURNS</u>  | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
|    | File copies of your GST working papers if you prepare your own GST returns<br>OR email all relevant information to your unique XERO email account ( <i>digital &amp; automatic storage in file folder</i> )<br>OR upload to your Xero Business online storage area ( <i>digital &amp; stored in file folder</i> )<br>OR electronic files stored on a USB stick ( <i>digital</i> )<br>OR email to debbiefrancis@martindavidson.co.nz ( <i>digital</i> ) | Tick One Box | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> </table> |          |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> </table> |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| D  | <u>TRADING STOCK &amp;/OR INVENTORIES</u>  | N/A          |   |          |  |  |  |  |   |  |  |  |  |  |
|    | Total value of trading stock paid for as at 31 March 2020 - cost price (not including GST) was ( <i>this figure will be based on your year end stocktake or from a year end stock / inventory report</i> )<br><i>Farmers Only - please provide a schedule of animals (type / description)</i><br><i>+ age + sex + current season trading valuation</i>   |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| E  | <u>CASH ON HAND AND/OR PETTY CASH</u>  | N/A          |   |          |  |  |  |  |   |  |  |  |  |  |
| E2 | Cash on hand at close of business on 31 March 2020 & subsequently banked after 31st March 2020   |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
| E3 | Petty Cash Float as at 31 March 2020   |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| F  | <u>DEBTORS - Money You Are Owed</u>  | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
|    | The total amount owing to you by clients as at 31 March 2020 that you invoiced<br>This will be all sales/work/goods invoiced out in March & earlier months not paid by 31 March 2020, including GST.   |              |   |          |  |  |  |  |   |  |  |  |  |  |
| F2 | Please provide a list (schedule) of all debtors ( <i>copy or digital</i> )   |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
| F3 | Did you write off any bad debts during the financial period or wish to make a provision at year end?   | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
| F4 | Value including GST  |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| G  | <u>CREDITORS - Money You Owe</u>   | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
| G2 | All accounts owing at 31 March 2020. This means ALL goods & services invoiced in March or earlier months that you have not paid for by 31 March 2020, including GST.   |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
| G3 | Please provide a list of all creditors ( <i>copy or digital</i> )  |              |   |          |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| H  | <u>WORK IN PROGRESS</u>  | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
|    | Contracted work partly completed but not charged out as at 31 March 2020.  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| H2 | Value at accumulated cost including GST  |              |   | \$ _____ |  |  |  |  |   |  |  |  |  |  |
|    |  |              |   |          |  |  |  |  |   |  |  |  |  |  |
| I  | <u>BUSINESS OR TRUST FIXED ASSETS</u>  | N/A          | Yes   | No       |  |  |  |  |   |  |  |  |  |  |
|    | <u>Fixed Asset Purchases 01/04/2019 - 31/03/2020</u><br>Include a working paper summary of assets purchased over the value of \$500 ( <i>excluding GST</i> ) during the period<br>Description of the asset<br>Total cost price, including GST<br>Date purchased<br>For any motor vehicles purchased, please provide the purchase invoice & all financing documentation.  |              |   |          |  |  |  |  |   |  |  |  |  |  |

|     |   |                      |                      |              |
|-----|---|----------------------|----------------------|--------------|
| I2  | <u>Did you sell fixed assets during the period 01/04/2019 - 31/03/2020?</u><br>Include a working paper summary schedule covering the below details of any assets sold or disposed<br>Asset sold/disposed<br>Date sold/disposed<br>Amount received for sale & banked   | N/A                  | Yes                  | No           |
| J   | <u>FOR RESIDENTIAL PROPERTY INVESTOR/TRUST THAT BROUGHT/SOLD PROPERTY DURING PERIOD</u><br>Provide a file copy ( <i>or digital</i> ) of final Lawyers Settlement Statement & Sales & Purchase Agreement if you brought or sold property   | N/A                  | Yes                  | No           |
| J2  | For Property Purchasers Only During the Period - provide a Chattel Schedule / List<br>(For example as provided by Valuit ( <i>independent specialist valuer to maximise claimable depreciation</i> ))   |                      |                      |              |
| K   | <u>RESIDENTIAL PROPERTY INVESTORS REPAIRS &amp; MAINTENANCE COSTS</u><br>Provide a working paper list of repairs & maintenance performed during the period costing over the value of \$500 (excluding GST)  | N/A                  | Yes                  | No           |
| L   | <u>HOME OFFICE COSTS</u><br>Provide the following information for the period 01/04/2019 - 31/03/2020 to aid MDA to complete home office calculation in line with IRD guidance:  | N/A                  |                      |              |
| L2  | % Usage of Home / Workshop  | <input type="text"/> | %                    |              |
| L3  | Total mortgage interest paid, or if renting, total rents paid   | \$                   | <input type="text"/> |              |
| L4  | Total electricity paid  | \$                   | <input type="text"/> |              |
| L5  | Total rates paid, including water   | \$                   | <input type="text"/> |              |
| L6  | Total house & contents insurance paid   | \$                   | <input type="text"/> |              |
| L7  | Total gas paid  | \$                   | <input type="text"/> |              |
| L8  | Total telephone & internet paid   | \$                   | <input type="text"/> |              |
| L9  | Total repairs & maintenance paid  | \$                   | <input type="text"/> |              |
| L10 | Please provide a working paper summary list of repairs & maintenance expenses   | N/A                  | Yes                  | No           |
| M   | <u>EXPENSES</u>   | N/A                  |                      |              |
| M2  | Provide all donation receipts ( <i>or copies</i> ) for donations made over the value of \$5 during the period   | \$                   | <input type="text"/> |              |
| M3  | Provide a working paper list of expenses paid by Business, Company or Trust that are private / personal in nature   |                      | Yes                  | No           |
| N   | <u>DIVIDENDS</u><br>Provide dividend certificates for dividends received during period<br>( <i>these may have been posted or available online from Payer</i> )  | N/A                  |                      |              |
| O   | <u>BUSINESS INCOME PROTECTION INSURANCE</u><br>Provide tax certificate from your insurer stating the amount paid for income protection during period  | N/A                  |                      |              |
| P   | <u>OTHER INCOME</u><br>Provide statements information OR a working paper OR list recording investments / insurance payments / interest income & overseas income   | N/A                  | Yes                  | No           |
| Q   | IF YOU ARE NOT A XERO OR MYOB CUSTOMER (& maintain your own accounts / cashbooks etc)<br>EXCEL version of your cashbook , accounts, GST working & all CSV inputs used to create electronic records.   | N/A                  |                      |              |
| Q2  | Digital CSV files saved to XERO OR USB storage stick OR emailed for all business, Rental & Trust<br>Include bank, credit cards & loans CSV files<br>( <i>authorised Account Holder can export CSVs from most Online Accounts for the required date range</i> )  |                      | Yes                  | No           |
| Q3  | Provide a manual cashbook & bank reconciliation(s) working papers for entire period & year end  |                      | Yes                  | No           |
| R   | <u>RESIDENT WITHHOLDING TAX CERTIFICATES</u><br>Resident Withholding Tax (RWT) certificate(s) issued from the bank for any interest received in any business, rental, trust, joint accounts or personally, or to any savings accounts<br>( <i>these may have been posted to you in April/May 2020 or PDF downloadable from your Online Bank Account</i> ) | N/A                  | Yes                  | No           |
| S   | <u>YEAR END ACCOUNTS</u>  |                      |                      |              |
| S2  | If you DO NOT wish to receive a printed copy copy of your annual accounts please indicate here  |                      |                      | Not Required |
| S3  | A digital version of your accounts can be stored in XERO - please indicate here if you would like your accounts stored in XERO  |                      |                      | Yes          |
| S4  | Would you your annual accounts to be emailed to you as well as digitally stored email adress  | <input type="text"/> |                      |              |

Please feel free to add clarification comments or notes to your Accountant on page 3

*Notes to Accountant or Clarification Comments*

[Large grey rectangular area for notes or comments]

THANK YOU

© 2020 Martin Davidson & Associates Limited