



## 2022 ANNUAL CHECKLIST

Please find attached our checklist for annual accounts and tax returns.

We ask that you complete the checklist and return to us as early as possible with your relevant records as indicated on the checklist. It is important to sign the checklist which gives us authority to access information and file returns on your behalf.

We look forward to hearing from you and please do not hesitate to contact us if you have any questions.

Regards

**ACCOUNTING EXTRA LTD**

**Angela Lusty**

**Mark O'Brien**



**Financial Statements Questionnaire – 2022**

**To:** \_\_\_\_\_  
Client Name

**IRD No.:**     - - - - - - - - - - - - - - - -

**Balance Date:**   - - - / - - - / - - - - - - - - - -

**Terms of Engagement**

As the client, I hereby instruct Accounting Extra Ltd to prepare financial statements and taxation returns for the 2022 tax year for the above entity and any associated entities. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. Accounting Extra Ltd's services are not intended to, and accordingly will not result in the expression of opinion on the financial statements, or in the fulfilling of any statutory audit or review requirements.

I understand that the financial statements and taxation returns are prepared for our own use and are to determine any taxation liabilities. Accounting Extra Ltd does not accept responsibility to any other person or organisation for the contents of the financial statements.

By signing below, you give Accounting Extra Ltd authority to:

- Access and change information from the IRD for all tax types; this may be via telephone, via fax, in writing, via IRD Online Lookup, via email or other internet communication.
- Access and change information from the ACC via telephone, in writing or through ACC Online.
- Verify financial information held by other parties.

Signed

.....  
Signature

.....  
Name

.....  
Date

.....  
Signature

.....  
Name

.....  
Date



## CHECKLIST FOR ANNUAL FINANCIAL STATEMENTS 2022 TAX YEAR

Client Name \_\_\_\_\_

Please check the list below to ensure you have provided all the applicable information.

**Please check relevant matters**, not all questions will apply to you

Bank transactions for full financial year, either in a csv file downloaded from internet banking, accounting software program, or physical bank statements	
Physical bank statement for all business accounts showing the balance at the end of your business financial year, which also reconciles to your software program	
A balanced and reconciled cash book – if one is kept	
Supplier statements and invoices	
Computer ledger print outs and backup on USB drive	
Wages book, or a backup of your payroll software	
Loan statements, or annual loan summary of interest & principal paid	
Lease/HP agreements. Details if settled early	
Legal statements relating to business transactions	
Stock-take sheets and work in progress	
List of creditors (accounts payable)	
List of debtors (accounts receivable)	
Record of assets purchased/sold/disposed or written off	
Copies of GST returns, workings and assessments	
Copies of FBT or other IRD returns, workings and assessments	
Family support details	
Interest and RWT certificates	
Dividend certificates	

### E-mail

If you use e-mail and are happy for us to contact you via e-mail please complete the following:

What is your e-mail address .....

### Goods & Services Tax (GST)

Are you registered for GST?

Yes/No

If **yes**, please supply details of your workings together with a copy of each GST Return.

### Cash on Hand

Was there any money not banked at balance date?  
If **yes**, please indicate date and amount

Yes/No

\$.....

Do you have a cash float?  
If **yes**, how much?

Yes/No

\$.....

### Bank and Cash Transactions

Ensure bank balance in your software program reconciles to the actual bank statement. Personal expenses and drawings have been correctly coded or clearly marked.

- Were all the business takings banked into the business account? Yes/No  
**If no, provide details and analysis**
- Cash taken for private use: \$ \_\_\_\_\_
- Out of till expenses: \$ \_\_\_\_\_
- Other: \$ \_\_\_\_\_
- Have you received any deposits from customers for goods not yet supplied? Yes/No  
 (eg income in advance) **If yes, please supply details**
- Have you received any other income (e.g. interest, dividends, income from a partnership, estate or trust or any income from overseas) which has not been banked into the business bank account? **If yes, please supply details.** Yes/No
- Have you paid any expenses from funds other than the business bank account? **If yes, please schedule.** Yes/No
- Do you use credit cards for business purposes? **If yes, please supply statements for the full year indicating clearly any business related costs.** Yes/No
- Were there any business transactions carried out via your solicitor? **If yes, please enclose legal statements.** Yes/No

### Property, Investments & Overseas Transactions

- Have you received income from or paid any expenses to people/businesses who are not New Zealand residents? **If yes, please attach details.** Yes/No
- Has your business or yourself personally sold a property during the year? Yes/No  
 (Either own property or investment property)  
 Please discuss with us. We may require a copy of solicitors' settlement statement, the sale and purchase agreement and any other relevant documentation
- Have you purchased or sold any investments or shares during the year? Yes/No
- Do you have any overseas investments? Yes/No  
**If yes, please detail and supply copies of the appropriate documentation.**

### Government and COVID Support Payment

Did you or your business receive any COVID support payments during the 2022 financial year. If so please list them below:

Date Received	Type (MSD or IRD COVID Support Pmt)	Amount
TOTAL:		

**Debtor (Accounts Receivable)**

Total owed to you at 2022 year end (GST inclusive) \$.....  
 (incl. Payments received after your 2022 balance date that were owed at that date).

Please schedule below or attach list of debtors.

Name of debtor	Gross amount	GST	Net amount
TOTAL:			

**Note:** Bad debts must be written off by your 2022 balance date or the business financial year end if you do not consider them to be collectible.

**Creditors (Accounts Payable)**

Total owed by you at 2022 year end or the business financial year end (GST inclusive) \$.....  
 (incl. payments made after your 2022 balance date that were owing at that date)

Please complete the schedule below or attach list of creditors.

Name of creditor	Type of expense	Gross amount	GST	Net amount
TOTAL:				

**Stock on Hand**

Total stock on hand at your 2022 balance date or the business year end (excluding GST) \$.....

A stocktake should be performed at balance date and adequate records retained to substantiate this figure. Stock on hand should be valued at the lower of cost or net realisable value (what you can sell it for).

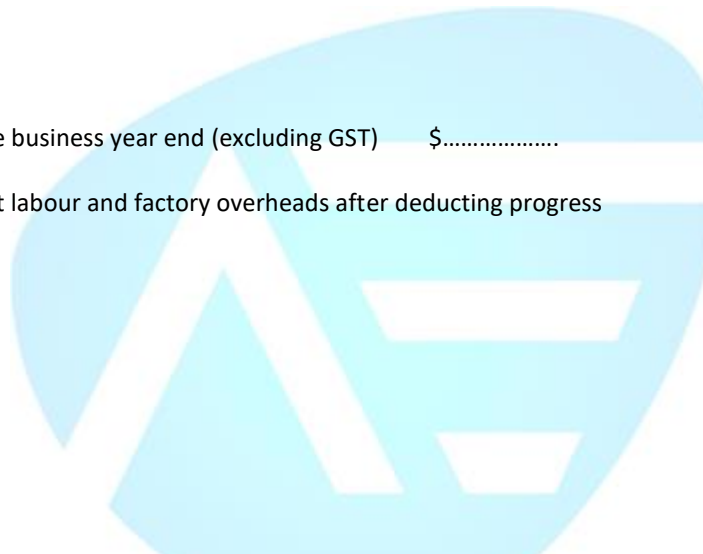
Circle basis of valuation: cost / replacement / market value

Exclude obsolete stock, only if it has no commercial value.

**Work in Progress**

Total work in progress at your 2022 balance date or the business year end (excluding GST) \$.....

Work in progress should be valued at cost of material, direct labour and factory overheads after deducting progress payments. Profit margins should not be included.



### Assets

Review the fixed asset schedule attached to last years financial statements and complete the appropriate sections below for all purchases, sales or disposals/write-offs.

#### Purchases

Asset	Date of Purchase	Purchase Price including GST	Financed Yes/No

Attach a copy of the invoice relating to any asset purchased for over \$1,000 (excl GST)

#### Sales / Write offs

Asset	Date of Sale	Sale Value including GST	Date funds deposited, or details of trade in if proceeds not received

#### Mortgages/Loans/Hire Purchase/Other Finance Funding/Future Commitments

- Did the business enter into any loan agreements during the past financial year? Yes/No  
**If yes**, please supply copies of all the documentation.
- Have you committed to any future spending e.g. The purchase of a large capital item in the next few months, guarantees made by the business on behalf of others. Yes/No  
**If yes**, please attach details.

#### Other Business Expenditure

- Did the business have any of the following situations/expenses during the year: Yes/No
- Meals off-site (i.e. at a restaurant) with business contacts, guests or staff
  - Staff Christmas party
  - Gifts for clients
  - Corporate box or season passes
  - Friday night drinks
  - Subsidised gym membership or similar for staff
  - Vehicles taken home by employee
  - Vehicles used privately by employee
  - Sold goods or provided benefits to employee

If yes, please provide details below:

Date	Detail – to whom paid	Type of Entertainment	Cost (excl. GST)

- Do you pay Fringe Benefit Tax? Yes/No  
**If yes**, please supply copies of all returns filed during the year with working papers.

#### Remuneration owed to employees

At your business balance date was remuneration owed to employees that was subsequently paid within 63 days of balance date? (eg Holiday Pay and Bonuses). **If yes**, please supply amount. Yes/No

### Home Office/Workshop/Garage Claim

If you use an area of your private home for business purposes you may be able to claim a portion of your home related expenses as a tax deduction. If you wish to claim this deduction, please complete the following.

	\$		\$
Rent (if not owned)		Valuation fees re mortgage	
Insurance (house and contents)		Legal expenses re mortgage	
Repairs		Rates and water rates	
Power & gas		Telephone rental	
Interest (loan to purchase house)			

- Has the portion of claimable areas in your house changed since last balance date? Yes/No
- If yes**, please state date of change: .....
- Area of office .....m2      Area of home .....m2
- Area of workshop .....m2

### Business Portion of Expenses

Did you incur any costs, which are partly for business and partly for private purposes? Yes/No  
 Please indicate below the business portion

Motor vehicle (as per log) .....	%	Insurance .....	%
Telephone/tolls .....	%	Subscriptions .....	%
Power .....	%	Travel expenses .....	%

Have you kept a log of motor vehicle usage? Yes/No

**If yes**, please enclose.

A log book must be kept for a period of 90 consecutive days every three years unless your vehicle is owned by a company which is paying FBT, or if the vehicle is exempt from FBT.

### Family Support

Are you currently registered for Working for Families? Yes/No  
**If yes** or if you would like to see if you qualify please attach details of children's names, IRD numbers and birth dates.

Your time and effort in completing this form is much appreciated by the team at Accounting Extra Ltd.

