

Business tax information checklist

2017 tax year

Name:

Contact phone:

e-mail:

Please send us the following information:		✓	x
		YES	NO
1. Cash Book and General Ledger records:			
(a) (Either: Accounting Package Computer Back-up)			
Computer records GL back-up (MYOB, Xero, Cash Manager etc)		<i>Please ensure we have any relevant passwords.</i>	
(b) (or: Bank Statements for the full Year)			
Bank statements for the full year with details of all deposits/payments etc.		<i>Either narrate the bank statements or supply deposit books and cheque books. Please also clearly mark any bankings that ARE NOT Sales</i>	
2. Cash Businesses			
Do you make any payments from cash received <u>that you have not banked</u> ? e.g. Wages, Drawings, suppliers, others		<i>Please supply full details.</i>	
Apart from that, are all sales takings banked?		<i>if not, please supply details.</i>	
3. Bank Statements			
Business cheque account		<i>Please send us a copy of the relevant bank statement with the 31 March 2017 (or your end of year balance date) bank balance on it.</i>	
Savings Accounts		<i>Please also ensure that you include the pages that summarise the term loan information and other account balances at balance date (e.g. ASB Bank statements.)</i>	
Overseas bank accounts		<i>Please provide full details including conversion rates used.</i>	
Term loan accounts		<i>Please provide transaction details for the full year, and please also provide copies of any Term Loan Summaries provided by your bank at year end.</i>	
4. GST			
Are you registered for GST?		<i>Please provide copies of all returns filed, together with working papers.</i>	
5. FBT			
Are you registered for FBT?		<i>Please provide copies of all returns filed, together with working papers.</i>	
6. Creditors			
Creditors list as at Balance Date (inclusive of GST) (or Accounts Payables printout at Balance Date) List Unpresented cheques separately		<i>Please analyse by expense type e.g. purchases, phone etc.</i>	
7. Debtors			
Debtors list as at Balance Date (inclusive of GST) (or Accounts Receivable printout at Balance Date)		<i>Please provide a copy of the debtors list or AP printout at balance date.</i>	

Business tax information checklist (Continued)

2017 tax year

	√		x
8. Stock on Hand / Inventory	YES	IF YES	NO
Is turnover > \$3,000,000?		Please advise basis of inventory and Work in Progress valuation as applicable.	
Is a computerised inventory system operated?		Please provide a reconciliation of the Inventory Sub-ledger valuation with the General Ledger valuation at Balance Date.	
Any Goods in Transit?		Details required.	
Is the value of your trading stock at year end <\$10,000 ?		You are permitted to use last year's closing value.	
9. Fixed Assets			
Were any Fixed Assets, Land & Buildings or other property purchased or sold during the year?		Please provide details including date of purchase or sale, description and price, and supply copies of relevant invoices and solicitor's settlement statement if applicable.	
Were any Fixed Asset purchases financed by bank loans, hire purchase or finance leases during the year?		Please supply copies of the relevant financing documentation and transaction statements of repayments made during the year.	
Do you have any independent or other valuations for property purchased or sold during the year?		Please provide full details and copies of the valuations.	
Were any assets traded in during the year?		Please provide full details.	
Were any vehicles purchased or traded in during the year?		In addition to the above information, please advise if the vehicle is available for private use and who will be using the vehicle.	
Do you have any Mixed use assets? (i.e. used both for business and private purposes.) Include holiday homes.		Please provide full details, including the number of days the asset was used during the year, and a break-down of the number of days used for private purposes and the number of days used for business purposes.	
10. Term Loans and other Financing			
Have you repaid or refinanced any loans during the year?		Please provide full details.	
Have you taken out any new loans during the year?		<u>Please provide full details including:</u> - a copy of the loan agreement - repayment terms and interest rate - what is the security provided - provide details of guarantees given	
Have you entered into any new operating lease agreements during the year, including for premises or equipment?		Please provide full details.	
11. Contingent Liabilities			
Were there any contingent liabilities at Balance Date?		Please provide full details.	
Were any guarantees or security given on behalf of other parties?			
Was there any pending legal action at Balance Date?			
12. Capital Commitments			

Were there any capital commitments entered into at Balance Date?

Please provide full details.

RPL ACCOUNTANTS LIMITED

Business tax information checklist (Continued)

2017 tax year

	√		X
13. Interest, Dividends & Investment income	YES	IF YES	NO
Did the business earn interest, dividends or other investment income during the year (including AECT dividend)?		<i>Please supply copies of RWT certificates and dividend advice notices.</i>	
14. General			
Have you paid any business expenses from personal funds?		<i>Please provide full details.</i>	
Have you paid any private expenses from business funds?			
Have any goods been taken for private use?			
Has the business provided any benefits to employees at below market value?			
Have you kept records in relation to entertainment expenses?			
Have there been any changes in your business activity, location or structure during the year?			
15. Home Office			
Do you have a home office that you use for business purposes or do you use part of your home for other business purposes e.g. storage?		<i>Please download a Home Office claim form from our website or ask us to send you one.</i>	
16. Vehicle Log Book (Partnerships and Self-Employed only)			
Does the business own a vehicle that is used for private as well as business purposes?		<i>Please supply your log book for the year if you have kept one.</i>	
17. Trusts			
Have you formed a new trust during the year?		<i>Please phone us to determine what information we may require.</i>	
Have you made any gifts to your trust this year?		<i>Please provide copies of gifting documentation.</i>	