



End of Year Checklist

Name: _____

Address: _____

Phone: _____

Email: _____

Would you like a meeting with us to go through your financial statements and tax returns upon completion
YES / NO

Would you like your financial package **POSTED / EMAILED / TO BE COLLECTED**

Please call us to make an appointment with your records once you have read and completed this checklist.

Terms of Engagement

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements and Tax returns. You are not to complete an audit or undertake a detailed review of my/our affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Statements.

I/We understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me/us.

I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third persons.

I/We also accept responsibility for all other records and information supplied to you other than those listed in this questionnaire.

I/We accept responsibility for any failure by me to supply all relevant records and information to you.

I/We authorise Coastal Accounting Limited to use outsourced contractors as part of the processing procedure of our financial statements.

I/We authorise Coastal Accounting Limited to act for me/us and any related Company or Trust.

I/We will agree that I/we am/are personally liable for Coastal Accounting Limited's fees incurred by me/us or any of my related entities. Therefore, if I am a shareholder or director of a company or a trustee of a Trust, I/we will also be personally liable if either of these entities should liquidate or dissolve.

I/We indemnify Coastal Accounting Limited and its Directors from any claim by any Beneficiary of any related Trust.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of \$1.5% per month, and that all accounts are due for payment in 7 days from the invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

I/We authorise Coastal Accounting Limited to obtain from IRD, ACC, Banks and any other financial institution or organisation any past, current or future information that they require to enable them to complete financial statements, tax return and any other documentations on my/our behalf.

All Directors, Trustees, Partners or Sole Traders must sign.

Signature: _____ Date ___/___/___

Signature: _____ Date ___/___/___

Signature: _____ Date ___/___/___

To Assist us in preparing your annual accounts and tax returns, please supply the following and tick if applicable:

Bank Statements/Cashbook/Accounting Software

Option 1: Bank Statements and Cheque/Deposit Books

- Supply all bank statements for each account operated by the business
- They should cover the full period up to your balance date e.g 01 April to 31 March
- Please indicate the nature of each transaction of all expenses and income

Option 2: Cashbook

- Please supply a balanced and reconciled cashbook with clear descriptions of expenses and income
- Also supply March bank statement showing the closing bank balance at 31 March 2018
- Provide bank statement/credit card statements showing business expenses not recorded in the cashbook

Option 3: Accounting Software

- Supply all March bank statements for all bank accounts and credit cards showing the closing bank balance at 31 March 2018
- MYOB – A copy of your backup if not a cloud based product with user name and password
- MYOB Cloud Solutions – invite us as an advisor if not already
- Quickbooks – A copy of your backup if not cloud based with user name and password
- Xero – invite us as an advisor if not already
- Cashmanager – export your file to MYOB AO format and send to us with detailed general ledger, bank reconciliations, debtors and creditors reports
- For all other accounting software please provide us with printouts, excel spreadsheets or PDFs of your detailed general ledger, bank reconciliations, debtors and creditors reports

Business expenses paid from other sources (personal accounts or credit cards)

Stock on Hand

Please provide a listing as per your balance date at cost value

\$ _____
(GST exclusive)

Livestock

Attach livestock reconciliation and invoices relating to the sale and purchase of stock. Attach dairy company statements for the year

Work in Progress

Please provide a listing as at your balance date (jobs started but not able to be billed right up to balance date)

\$ _____
(GST exclusive)

Cash on Hand

Takings yet to be banked
Petty cash float
Till Float

\$ _____
\$ _____
\$ _____

GST

Please provide all GST returns and workings at your balance date if you do not use accounting software

Wages & PAYE

Copies of IR345 and IR348 for the full year – not required if we have access to your payroll software

Income and Payments made in Advance

Please provide details of any income in received in advanced and any payments made in advance

Accounts Receivable (debtors)

List amounts owing to you at balance date (please attach a separate list)

Total \$ _____

Accounts Payable (creditors)

List amounts you owe to people/companies at balance date. These are generally people you will pay on the 20th of the following month (please attach a separate list)

Total \$ _____

Bad Debts

To claim a deduction for bad debts you must physically write them off from your debtor's ledger before year end. However, bad debts can only be written off after you have taken all reasonable steps to recover your money

Total \$ _____

Fixed Assets

Please provide invoices for all assets purchased during the year over \$500 (ex GST). Also advise of any assets sold, how much sold for or written off. Relevant documents and hire purchase agreements should be attached

Purchased \$ _____
Sold \$ _____
Written Off \$ _____

Home Office Expenditure

If part of your home is set aside principally for use of an office/workshop/storage area, please complete the following details:

Area used for business m2 _____
Total area of House & Workshop m2 _____

Please provide totals of your home utilities between the 12months of balance date or period you were in business for:

Power \$ _____
Insurance building & contents \$ _____
Land Rates \$ _____
Water Rates \$ _____
Landline & Internet \$ _____
Interest paid on home mortgage \$ _____
Rent \$ _____

Mortgages/Loans

Please provide details of any mortgages/loans during the year, including statements showing principal/interest paid, annual summary & closing balance

Insurance

Please provide details of insurance expenses paid for the year, including invoices and policies

Interest and Dividends

Please provide statements detailing interest and dividends received

Legal Expenses

Please provide invoices for all legal fees incurred during the year
Include copies of legal statements, sale & purchase agreements for purchase or sale of land, buildings or a business

Repairs and Maintenance

Please provide details of major repairs and maintenance to business assets during the year. Provide copies for any over \$500 exl GST

Rental Income

Please provide us with the following information for each property.

If your property has a property manager, attach annual summary of income and expenses.

Total rental income earned

Gross \$ _____

Number of months the property was available for Rent during the year

Months _____

Have your or any family members occupied or rented the property? **Yes/No**

Any additions or improvements to the building during the year? **Yes/No**

If so, please provide the relevant invoices/documents

Please attach copies of relevant documents:

- Collection costs/number or kms driven to collect rents and service property _____ kms
- Commission /Fees for property management
- Insurance
- Interest
- Loan summary showing principal/interest paid and closing balance of loans on mortgage
- Power
- Rates (include water rates if applicable)
- Repairs and Maintenance
- Accountancy Fees

Other expenses e.g. advertising

You can claim a portion of your private home expenses if you do not have a property manager.

Area used for office m2 _____

Total area of House m2 _____

Please provide totals of your home utilities between the 12months of balance date or period you were in business for:

Power \$ _____

Insurance building & contents \$ _____

Land/Water Rates \$ _____

Landline & Internet \$ _____

Interest paid on home mortgage \$ _____

Rent \$ _____

Overseas Income

Please provide details of all overseas income. If you are a non-resident tax payer have you been back in New Zealand for more than 183 days?

Bright-line Test

Have you purchased or sold any residential property in the last year?

Date purchased: ___/___/___ Address of property:

Date sold: ___/___/___ Address of property:

Please provide copies of sale & purchase agreements and legal statements

Motor Vehicle

Are the same vehicles used as last year for business purposes? **Yes/No**

Is your logbook current? A log book must be completed for 3 consecutive months and can be used for up to 3 years. Please indicate the portion of expenses to be allocated as private

Total % _____

Mileage Allowance

If you are claiming kilometres at the IRD rate @ 0.73c and have kept a log book for the full financial year.

Vehicle Description: _____

Total Business kms _____

Lease/Hire Purchase Agreements

Please provide details of any new lease/hire purchase agreements in place

Exceptional Items

Did you have income or expenses in relation to one off items? Please provide details if any

Changes to your Business Ownership and Structure

Please let us know if you planning changes in ownership or structure of your business

Other Forms of Income

Please provide us with details of any:

- Personal NZ interest or dividends
- Overseas interest or dividends, Pension or employment
- Private rent received
- Wages or scheduler payments
- Share of partnership/trust/estate income
- Shareholder employee salary
- LTC distribution
- Royalties
- Taxable Maori Distribution

Other Forms of Expenses

Please provide us with the details of any:

- ACC Coverplus Extra
- Interest paid on loans used to acquire investments
- Income protection insurance
- Commissions
- Donations

Working for Families Tax Credits

Please provide us with a copy of your IR541 (Summary of WFFTC) or a list of children living at home, date of births and IRD numbers.

- Do you have shared care?
- Do you have a blended family?
- Do you receive or pay child support?