



End of Year Business Checklist - 2023 Financial Year

Client Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Would you like a meeting with us to go through your Financial Package upon completion?

YES / NO

Please circle which option below on how you would like to receive your financial package

POSTED / EMAILED / TO BE COLLECTED / INTERVIEW

Acceptance

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. I/We understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We hereby authorize Coastal Accounting Limited to act as agents for all tax information in relation to myself and or by my company and obtain any information from my bankers, solicitors, finance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.

Signature: _____ Date ___/___/___

Signature: _____ Date ___/___/___

Payment Terms and Options

As per our 7-day payment terms we provide the following payment options. Please tick your preferred payment option:

- Payment in full within 7 days by direct credit to our Kiwibank account 38-9011-0155703-00
- 50% upfront then 50% on completion of work
- Weekly/Monthly instalments upfront before starting work
- Sign up with Feesmart on completion of work to make either 3, 6, 9 or 12 monthly instalments

You are welcome to discuss these options with us at any time. Please contact our Practice Manager on 435 3426 for detailed information or arrangements.

Bank details for IRD refunds

For any IRD refunds that may be issued, please provide your bank account details so that funds may be deposited directly into your account:

Account Name: _____

Account Number: _____

Major Factors Affecting 2023 Tax

Bright-line Test

Have you purchased or sold any residential property in the last year that wasn't your main home?

Please provide copies of the sale & purchase agreements and legal statements.

YES / NO

Date purchased: ____/____/____

Address of property: _____

Date sold: ____/____/____

Address of property: _____

Notes: _____

IRD Small Business Loan/Business Loan Top Up

Did you receive the IRD Small Business Loan or the Business Loan Top Up?

YES / NO

Date received: ____/____/____

Amount received: \$_____

Notes: _____

MSD – Covid-19 Subsidies

Did you receive any of the Covid-19 Government Subsidies? If so, how many?

YES / NO

YES / NO – How many? _____

IRD - Covid-19 Resurgence support

Did you receive the Covid-19 Resurgence Support payments? If so, how many?

YES / NO

YES / NO – How many? _____

Cryptocurrency

Have you dealt with Cryptocurrency?

YES / NO

If yes, please provide details below including which platform:

Please review the following questions and answer/provide information relevant to your company

Bank Statements

If you have an accounting software (MYOB, Xero etc) please provide just your March 2023 Bank Statement for any Bank Accounts or Credit Cards linked to your software file.

Information attached/provided

Yes / No

Business Expenses

Provide us with Business expenses paid from other sources e.g., personal accounts or credit cards – Please provide receipts

Information attached/provided

Yes / No

Stock on Hand

If you hold stock in your business, please provide stock take as at 31 March at cost value. If under \$10,000 excl GST this question is not applicable to you.

Information attached/provided

Yes / No

Livestock

Please advise stock numbers & ages/breeds as at your balance date

Information attached/provided

Yes / No

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)

Information attached/provided

Yes / No

Cash on Hand

Do you have any cash that was not banked? E.g., till float, petty cash float.

Information attached/provided

Yes / No

GST

If you do not use an Accounting Software, please provide your GST workings

Information attached/provided

Yes / No

Wages & PAYE

If you pay wages to employees, we would request further information if your wages paid do not reconcile to the IRD information

Information attached/provided

Yes / No

Income & Payments made in advance

Please provide details of any income received in advanced and any payments made in advance. For example, a deposit for a building not yet started.

Information attached/provided

Yes / No

Accounts Receivable (debtors)

If not using an Accounting Software please list amounts owing to you at balance date (please attach separate list)

Information attached/provided

Yes / No

Accounts Payable (creditors)

If not using an Accounting Software, please list amounts you owe to people/companies at balance date. These are generally, people you will pay on the 20th of the following month.

Information attached/provided

Yes / No

Bad Debts

If you have any accounts receivables you do not believe you can recover, please provide a list

Information attached/provided

Yes / No

Fixed assets

Please provide invoices for all assets purchased during the year over \$1000 exl GST. Also advise of any assets sold, how much sold for, or written off.

Information attached/provided

Yes / No

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 12 months of balance date or period when you were in business for:

Power \$ _____

Insurance – building & contents \$ _____

Land Rates \$ _____

Water Rates \$ _____

Landline & Internet \$ _____

Interest paid on home mortgage \$ _____

Rent \$ _____

Mortgages/Loans – for your business

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

Information attached/provided

Yes / No

Business Insurance

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

Information attached/provided

Yes / No

Interest & Dividends

Please provide annual statement detailing interest and dividends received for the year ending 31/03/2023

Information attached/provided

Yes / No

Legal Expenses

Please provide invoices for all legal statements, sale & purchase agreements for purchase or sale of land, buildings, or a business.

Information attached/provided

Yes / No

Repairs & Maintenance

Please provide details of all major repairs and maintenance to business assets during the year.
Provide copies for any over \$1000 + GST

Information attached/provided

Yes / No

Overseas Income

Please provide details of all overseas income. If you are a non-resident taxpayer, have you been back in NZ for more than 183 days? Have you received an inheritance from a non-NZ resident? Do you have a rental, trust, or bank account overseas?

Information attached/provided

Yes / No

Motor Vehicle

Are the same vehicles used as last year for business purposes? Is your logbook current? A logbook 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 % _____

Information attached/provided

Yes / No

Mileage Allowance

If you are claiming kilometres at the IRD rate of 0.83c and have kept a logbook for the full financial year.

Vehicle description _____

Total business kms _____

Information attached/provided

Yes / No

Lease/Hire Purchase Agreements

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

Information attached/provided

Yes / No

Exceptional Items

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

Information attached/provided

Yes / No

Changes to your Business Ownership & Structure

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

Information attached/provided

Yes / No

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
- Share of partnership/trust/estate income
- Shareholder employee salary
- LTC distribution
- Royalties
- Taxable Māori Distribution

Information attached/provided

Yes / No

Other forms of Expenses

Please provide us with details of any:

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

Information attached/provided

Yes / No

Working for Families tax credits

Please provide us with 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?

Information attached/provided

Yes / No
