

2009 BUSINESS CHECKLIST

Update of Details

Business Name	_____		
Nature of Business	_____		
Postal Address	_____		
Physical Address	_____		
Email Address	_____		
Home Phone	_____	Fax	_____
Work Phone	_____	Mobile	_____

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps to:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.
- Ensure we can complete your financial accounts without delay.

It also helps us meet the quality control standards that are required of us as members of the New Zealand Institute of Chartered Accountants.

This checklist is in several parts as detailed below. Please complete all of the compulsory sections. The other sections only need to be completed if they apply to your business.

Section	Page	Status
Update of Details (<i>above</i>)	Page 1	Compulsory
Authority	Page 2	Compulsory
Business Information Checklist	Page 3 – 9	Compulsory
Accounts Receivable/Debtors	Form A	If Applicable
Accounts Payable/Creditors	Form B	If Applicable
Sale or Purchase of Assets	Form C	If Applicable
Rental Schedule	Form D	If Applicable

Please sign the Authorisation on page 2 as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

- 1 We have read and signed the terms of engagement and trade.
- 2 We confirm that the information supplied to you is accurate and complete in all respects.
- 3 We hereby authorise UHY Haines Norton (Auckland) Ltd to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue and Registrar of Companies, from our Solicitor, Advisor, Employees, Bank or other financial institution and we hereby also authorise our Solicitor, Advisor, Employees, Bank or other organisation to supply such information.
- 4 We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to UHY Haines Norton (Auckland) Ltd to enable them to fully advise and assist us in the management of our financial affairs and authorise UHY Haines Norton (Auckland) Ltd to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, solicitors or other advisers
- 5 We authorise UHY Haines Norton (Auckland) Ltd to act as our tax agent for all tax types and acknowledge that this will give access to our tax information held by the Inland Revenue Department.
- 6 We advise you not to complete an audit or review. We accept responsibility for the accuracy and completeness of all records and information supplied to you.
- 7 If the signed Income Tax Return declarations are not received back in your office within 30 days, you may assume that we have signed the returns and you may file them with the Inland Revenue Department.



Signed: _____

Date: _____

For: _____

Client name

Name and position of person signing

Business Information Checklist

1	<p>Accounting Package Do you use an accounting software package? If yes, please provide -</p> <ul style="list-style-type: none"> • Name of accounting software & version. Name: • Backup disk for your financial year (and password if applicable). Version: • Annual detailed General Ledger (transaction listing by account). • General Ledger summary, as at balance date. • Annual Trial Balance, as at balance date. • Reconciled Accounts Payable summary, as at balance date. • Reconciled Accounts Receivable summary, as at balance date. • A balance sheet and profit & loss statement, as at balance date. • Bank Reconciliation and bank statement, as at balance date. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p>
2	<p>Computerised Cashbook Do you use a computerised cashbook? If yes, please provide -</p> <ul style="list-style-type: none"> • Name of cashbook software & version. Name: • Backup disk for your financial year (and password if applicable). Version: • Detailed cashbook (by account code) for the year. • Summary cashbook (by account code) for the year. • Bank Reconciliation, as at balance date. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p>
3	<p>Manual Cashbook Do you use a manual cashbook? If yes, please provide -</p> <ul style="list-style-type: none"> • Your cashbook. • Bank Reconciliation, as at balance date. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p>
4	<p>Banklink Do you use Banklink? If yes, please provide -</p> <ul style="list-style-type: none"> • Bank statement showing balance at balance date • Details of any unrepresented cheques at balance date. • Details of any uncleared deposits at balance date. • Cheque number of the last cheque written for the year. _____ 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p>
5	<p>Bank Records If you have no accounting package or cashbook please provide -</p> <ul style="list-style-type: none"> • Bank statements for the year for all business accounts, covering the full year and in date sequence. • Cheque butts and deposits books, fully detailed. • Details of any electronic transactions not detailed in your cashbook. • Details of any unrepresented cheques at balance date. • Details of any uncleared deposits at balance date. • Cheque number of the last cheque written for the year. _____ 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
6	<p>Credit Card Transactions Did you incur any business expenditure on credit card? If yes, please supply the statements indicating clearly which is business expenditure.</p>	<p>Yes</p>	<p>No</p>

7	Wage Records Are you an employer? <u>If yes</u> , please provide - <ul style="list-style-type: none"> • Wages book. • Annual Summary reports from your computerised payroll system. • Copies of all IR345/IR346 Employer Deductions & IR348 monthly schedules. 	Yes Yes Yes Yes	No
8	Holiday Pay Did you pay any holiday pay or bonuses within the first 63 days after balance date? <u>If yes</u> , please provide details on a separate sheet. <p style="text-align: right;">Holiday pay: \$ _____ Bonuses: \$ _____</p>	Yes	No
9	Goods & Services Tax (GST) Are you registered for GST? <u>If yes</u> , and we do not prepare your GST returns please provide - <ul style="list-style-type: none"> • A copy of all GST returns for the year. • A copy of all workings to support your GST returns. 	Yes Yes Yes	No
10	Fringe Benefit Tax (FBT) Are you registered for FBT? <u>If yes</u> , and we do not prepare your FBT returns please provide - <ul style="list-style-type: none"> • A copy of all FBT returns for the year. • A copy of all workings to support your FBT returns. 	Yes Yes Yes	No
11	Accounts Receivable Do you have any accounts receivable as at your balance date? (Money owing to you.) <u>If yes</u> , complete Form A (attached) <p style="text-align: right;">And put the total here. \$ _____</p>	Yes	No
12	Bad Debts Have any amounts been written off for Bad Debts? (They must be physically written off the books by balance date) <u>If yes</u> , please supply details on a separate sheet.	Yes \$ _____	No
13	Accounts Payable Do you have any accounts payable as at your balance date? (Money you owe to others.) <u>If yes</u> , complete Form B (attached). <p style="text-align: right;">And put the total here. \$ _____</p>	Yes \$ _____	No
14	Stock On Hand Do you have stock on hand? <u>If yes</u> , please provide the value of your stock on hand at your balance date (GST exclusive). How is your stock on hand valued? Please circle the method used. NB: If your gross income is \$1.3 million or less for the year and your Stock is below \$5,000 you may use the same figure as last year. This method is optional, you may use a true value if you wish.	Yes \$ _____ Cost Selling Replacement As last year (<\$5000)	No
15	Obsolete Stock Have you written off obsolete or damaged stock? <u>If yes</u> , please provide details on a separate sheet, including the value. NB: You must have physically dumped any stock that you have not valued.	Yes \$ _____	No

16	<p>Work In Progress Do you have any work in progress at your balance date? <u>If yes</u>, please advise the dollar value. (Work in progress (cost price excluding GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then these should be included in your creditors listing.)</p>	<p>Yes \$ _____</p>	<p>No</p>
17	<p>Cash On Hand Do you have cash on hand at balance date? <u>If yes</u>, please provide the GST inclusive figure of unbanked takings, petty cash and till float that has not been included in your bank reconciliation at your balance date.</p> <p style="text-align: right;">Unbanked Sales: \$ _____ Cash Float: \$ _____</p>	<p>Yes</p>	<p>No</p>
18	<p>Sale / Purchase of Assets Did you sell, purchase or stop using any assets in your business in the past year? <u>If yes</u>, complete Form C (attached). Also include the following</p> <ul style="list-style-type: none"> • Copies of the invoices for each item purchased. • Copies of hire purchase agreements. • Solicitors statements. <p>If you prepare your own GST returns has GST been accounted for on all assets purchased or sold and on any insurance claim recoveries.</p>	<p>Yes Yes Yes Yes Yes</p>	<p>No No</p>
19	<p>Loans / Hire Purchases Do you have loans, hire purchase or lease agreements? <u>If yes</u>, please provide -</p> <ul style="list-style-type: none"> • Confirmation of loan balances as at balance date. • Loan account statements, if available. • Documentation of any new loan or hire purchase agreements. • Documentation of any loans or HP repaid or refinanced. • Details of the security for each loan. • Details of lease agreements. 	<p>Yes Yes Yes Yes Yes Yes</p>	<p>No</p>
20	<p>Income Did the business receive 80% or more of it's income from <u>services</u> personally performed by one shareholder (or relatives) to a single customer or group of related customers?</p>	<p>Yes</p>	<p>No</p>
21	<p>Interest & Dividends Did you receive interest and/or dividends during the year? <u>If yes</u>, please provide -</p> <ul style="list-style-type: none"> • A copy of all Resident Withholding Tax certificates received. • A copy of all Dividend statements received for all NZ and overseas investments. • Details of all PIE income 	<p>Yes Yes Yes Yes</p>	<p>No N/A N/A N/A</p>
22	<p>Rental Income Did you receive any rental income? <u>If yes</u>, please complete the rental schedule on Form D (attached).</p>	<p>Yes</p>	<p>No</p>
23	<p>Cash Jobs Did you receive any cash from customers that has not been deposited in your account? <u>If yes</u>, please supply details.</p>	<p>Yes \$ _____</p>	<p>No</p>

24	<p>Business Deposits Has all your business income been deposited into your business bank account? If no, please provide details on a separate sheet with the date, amount including GST and details of the items not deposited</p>	Yes	No
25	<p>Non Sales Deposits Were all deposits in your business bank from sales? If no, if these are not analysed in your cashbook please mark the bank statements clearly OR list details on a separate sheet. <i>E.g.. Sale of Assets, legacies, insurance claims received, transfers from other bank accounts, tax of GST refunds, interest on GST refunds, loans received, Labour Department Subsidies etc.</i></p>	Yes	No
26	<p>Deposits for Goods not yet supplied Have you received deposits for goods not yet supplied as at balance date? If yes, please provide details on a separate sheet.</p>	Yes	No
27	<p>Business Expenses Paid Privately Have any business expenses been paid from your personal funds and not been reimbursed by your business? If yes, please provide details on a separate sheet with the date, the amount including GST and details of the items.</p>	Yes	No
28	<p>Key Expenses Did you have any of the expenses listed below? If yes, please provide invoices</p> <ul style="list-style-type: none"> • Legal expenses • Repairs and maintenance over \$500 • ACC levies paid • Insurances paid 	Yes Yes Yes Yes	No No No No
29	<p>Petty Cash Expenditure Did you make any payments out of petty cash? If yes, please supply a list of all business expenses paid out of petty cash.</p>	Yes	No
30	<p>Overseas Travel Did you make any business trips overseas? If yes please analyse expenses into airfares, accommodation, meals, taxi fares etc. Detail the purpose of the trip including an itinerary with dates and detail of business and private days.</p>	Yes	No
31	<p>Personal Expenses Paid from Business Were any personal expenses paid for from the business bank account or credit card? If yes, please advise the date, amounts including GST and details of the items – for example</p> <p>Home phone rental (1/2 line rental) \$ _____ Private tolls and cell phone calls \$ _____ Insurance \$ _____ Cash taken for private use – not shown elsewhere as drawings \$ _____ Other (use a separate sheet if necessary) _____ \$ _____</p> <p>Have your GST returns been adjusted for this private use?</p>	Yes Yes	No No

32	<p>Motor Vehicles Please provide details of your business motor vehicles (including leased vehicles)</p> <ul style="list-style-type: none"> • Make • Model • Registration Number • Engine Size • Type - Car, Truck, 4x4 etc 				
		Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
33	<p>Company Motor Vehicles Is your business a company? If yes, please complete the following</p> <ul style="list-style-type: none"> • Is the vehicle named above a work related vehicle (see below for definition) • Have fringe benefits been paid • Number of days unavailable for private use <p>Work related vehicle i.e. principally designed to carry goods e.g. vans, utes and trucks, is sign written and has restrictions placed on private use and the private use is checked. Taxis and buses are also work related vehicles. Days unavailable e.g. the vehicle was not available for private use as it was under repair, the users were overseas or the users had restrictions placed on them.</p>	Yes	No		
		Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		days	days	days	days
34	<p>Non Company Motor Vehicles Are you a sole trader, partnership or trust? If yes, please complete the following Have you updated your log book in the last three years? If yes, what is the business use percentage from your log book</p>	Yes	No		
		Yes	No		
		<input style="width: 50px; height: 20px;" type="text"/> %			
35	<p>Entertainment Does your expenditure include entertainment? If yes, please complete the following Generally only 50% of entertainment costs are tax deductible, with the following exceptions.</p> <ul style="list-style-type: none"> • Meals while traveling on business. • Meal allowances paid to staff working overtime. • Meals while on an overseas business trip. • Incidental entertainment at functions open to the public and with trade displays. • Meals provided at a conference of at least four hours duration, not including meal breaks. <p>Do any of these exceptions apply to your entertainment expenditure? If yes, please provide details on a separate sheet.</p>	Yes	No		
		Yes	No		
36	<p>Contingent Liabilities Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute? If yes, please provide details on a separate sheet.</p>	Yes	No		
37	<p>Capital Commitments Did you enter into any agreements or contracts prior to your balance date that commit your business to significant capital expenditure? If yes, please supply details on a separate sheet.</p>	Yes	No		

38	<p>Home Office / Workshop Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books/run your office? If yes, please complete the following</p> <ul style="list-style-type: none"> • Total size of house + shed + garage in m² • Area used as office in m² • Area used as storage/workshop in m² <p>Home Expenses List any property expenses which have NOT been paid for by the business.</p> <ul style="list-style-type: none"> • Interest on Mortgage • Insurance – Dwelling & Contents • Power / Gas • Rates and Water Rates • Rent • Repairs and Maintenance • Other (please specify) 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p>_____ m² _____ m² _____ m²</p> <p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	
39	<p>Goods for your Own Use Did you use any business goods or services for your own use? If yes, please supply details on a separate sheet.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	
40	<p>Land Transactions Did the business buy or sell land during the year? If yes, please provide details on a separate sheet</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	
41	<p>Share Trading Did the business buy or sell shares regularly during the year? If yes, please provide details on a separate sheet</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	
42	<p>Investments/Term deposits Has the business made or disposed of any investments/term deposits during the year? If yes, please provide details on a separate sheet.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	
43	<p>Overseas Investments (Foreign Investment Fund [FIF] regime) Did the business have any overseas investments during the year? If yes, please provide full details including</p> <ul style="list-style-type: none"> • Copies of investment statements • Copies of income statements. • Details of sales and purchases (date, sale price, cost price, no. of units) • A valuation report of your investments at this year end (i.e. at 31 March 2009) showing each investment's cost and market value • A valuation report of your investments at previous year end (i.e. at 31 March 2008) showing each investment's cost and market value. • A list of any Australian share on that valuation report that doesn't qualify for the FIF exemption. 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	
44	<p>Donations by a Company to a Approved Charity Are you trading as a company? If yes,</p> <ul style="list-style-type: none"> • Did the company make donations to IRD approved Charities - these are now tax deductible to the company <p>If yes please provide details on a separate sheet.</p> <ul style="list-style-type: none"> • who the donation was made to • the amount of the donation. 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	

45	<p>Financial Arrangements</p> <p>Did the business have any of the following?</p> <ul style="list-style-type: none"> • Bank accounts denominated in a foreign currency • Deferred settlements • Forward contracts for foreign exchange or commodities • Business transactions that have an implied interest rate not payable or receivable until the end of the transactions • Any other financial instrument not mentioned above <p>If yes, please provide details on a separate sheet.</p>	Yes	No
46	<p>Company Legal Information – COMPANIES ONLY</p> <p>Are you trading as a company?</p> <p>If yes, please answer the following</p> <p>During the year:</p> <ul style="list-style-type: none"> • Have any of the Directors or Shareholders changed? • Have any addresses of Directors or Shareholders changed? • Were there any changes to number of shares issued? • Were there any changes in Registered Charges (i.e. new borrowings)? • Has any Director entered into a contract with the company, or have an interest in a contract in which the company is a party? <p><i>If you have answered yes to any of the above please supply details on a separate sheet</i></p>	Yes Yes Yes Yes Yes	No No No No No
47	<p>Trust Legal Information – TRUSTS ONLY</p> <p>Are you trading as a trust?</p> <p>If yes, please answer the following & supply the details on a separate sheet</p> <p>During the year:</p> <ul style="list-style-type: none"> • Have any of the trustees/beneficiaries changed? • Were there any resettlements or variations made to the trust deed? • Were any assets or investments purchased or transferred from the Settlor to the trust? • Have any gifts been received? • Were there any capital or income distributions to the beneficiaries? • Have any major transactions/events occurred during the year? • Has there been any distribution from the Trust to a beneficiary that is not a natural person (e.g.; a Company or other Trust or Charity) • For new trusts we will require copies of trusts deed 	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No
48	<p>Foreign Trusts</p> <p>Are you a Trustee of a Foreign Trust (a Trust where no person who has settled property on the Trust has ever been resident in New Zealand)?</p> <p>If yes, please provide details of</p> <ul style="list-style-type: none"> • The name of the Trust and the settlement date <p><i>We will contact you for further details.</i></p>	Yes / No	Yes / No
49	<p>Other Matters we should be aware of</p> <p>Are there any other matters we should be aware of?</p> <p>If yes, please provide details, on a separate sheet if necessary.</p> <hr/> <hr/>	Yes	No



PLEASE CHECK that you have signed the authorisation on page 2.

Thank you for taking the time to complete this checklist.

Business Name: _____

FORM C

Please supply any documentation that was required for the sale or purchase of an asset, e.g. hire purchase agreements, invoices or solicitors statements

ASSETS PURCHASED/SOLD

ASSETS PURCHASED

Date	Asset	New or Used	Cost (incl GST)	How Financed

ASSETS SOLD/TRADED

Date	Asset	Sale Price (incl GST)

ASSETS NO LONGER USED

Please look at the Depreciation Schedule of your previous year's set of financial statements and note any assets below that you are no longer using in the business

Item Name	Original Cost

Rental Schedule

Client Name _____

Address of Property _____

Period the property was available for rent From: _____ To: _____

Period the property was rented _____ months / weeks (*delete one*)

Total Rents received

Property Expenses:

Advertising	
Bank Charges	
Body Corporate fees	
Insurance	
Interest	
Lawn & Grounds Maintenance	
Legal Fees	
Loan Fees	
Mortgage Repayment Insurance	
Property Management Fees	
Rates and Water Rates	
Repairs and Maintenance	
Telephone expenses	
Travel Expenses	
Valuation Fees for Refinancing	
Other Expenses (provide details if amount is significant)	

Please attach or include with your information:

- Total Kilometres travelled for rental property purposes and cc rating of your vehicle
- Solicitor's settlement statements for property purchased and/or sold during the year
- Invoices for assets purchased or sold during the year
- Property Management statements
- Independent or Government Valuations of property purchased during the year
- Loan/Mortgage statements
- Copies of invoices for legal fees
- Invoices for repairs over \$500
- Chattels Valuation if available

Please list totals of the income and expenses for the year above **OR** provide copies of your rental bank account statements and details of all deposits and withdrawals for the year.