

2020 BUSINESS CHECKLIST FOR PARTNERSHIPS & SOLE TRADERS

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.

UPDATE OF DETAILS

Company Name:	_____		
Nature of Business:	_____		
Postal Address:	_____		

Email Address:	_____		
Mobile Phone:	_____	Work Phone:	_____
Home Phone:	_____	Main Contact Person:	_____

BUSINESS INFORMATION CHECKLIST

1.	<p>Xero or MYOB</p> <p>Do you use Xero or MYOB?</p> <p>If yes, state which one: _____ and provide the following:</p> <ul style="list-style-type: none"> • Bank statement showing balance at year end. • Cheque number of the last cheque written for the year _____. • List of any uncleared deposits at year end. 	Yes	No
2.	<p>Other Accounting Package</p> <p>Do you use any other accounting software package?</p>	Yes	No

	<p>If yes, please provide the following:</p> <ul style="list-style-type: none"> • Name of software and Version: _____ • Username and password: _____ • Annual Trial Balance as at balance date. • Balance sheet and profit and loss statement, as at balance date. • Detailed Annual General Ledger (transaction list by account). • Bank statement showing balance at year end. 		
<p>3.</p>	<p>Electronic/Manual Cashbook and/or Bank Records</p> <p>Do you use either of the above methods to record your business transactions?</p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> • A copy of your cashbook. • Bank statements for the full year. • Bank reconciliation at year end; or • Details of any unpresented cheques at year end. • Details of any uncleared deposits at year end. 	<p>Yes</p>	<p>No</p>
<p>4.</p>	<p>Accounts Receivable (Debtors)</p> <p>Do you have any accounts receivable (money owing to you) at year end?</p> <p>If Yes, please provide us with a separate list of Debtors and provide total Debtors at year end here: \$ _____</p>	<p>Yes</p>	<p>No</p>
<p>5.</p>	<p>Bad Debts</p> <p>Have any amounts been written off for Bad Debts? (they must be physically written off the books by year end)</p> <p>If Yes, please supply details separately and provide the total Bad Debts written off at year end here: \$ _____</p>	<p>Yes</p>	<p>No</p>
<p>6.</p>	<p>Accounts Payable (Creditors)</p> <p>Do you have any accounts payable (money you owe to others) at year end?</p> <p>If Yes, please provide us with a separate list of Creditors and provide the total creditors at year end here: \$ _____</p>	<p>Yes</p>	<p>No</p>
<p>7.</p>	<p>Stock on Hand</p> <p>Do you have stock on hand (raw materials, finished goods or trading stock)?</p> <p>If Yes, please provide the value of your stock on hand at year end (exclusive of GST if you are registered for GST) here: \$ _____</p>	<p>Yes</p>	<p>No</p>

	How is your stock valued? Please circle the method used:		
	<p style="text-align: center;">Cost</p>	<p style="text-align: center;">Selling price less mark-up</p>	<p style="text-align: center;">Replacement (market price for you at year end)</p>
8.	<p>Work In Progress</p> <p>Do you have any work you have substantially completed but not yet billed at year end?</p> <p>If Yes, please provide the dollar value of your Work In Progress at year end here: \$ _____</p>	Yes	No
9.	<p>Cash on Hand</p> <p>Do you have any unbanked takings, petty cash or till float on hand at year end?</p> <p>If Yes, please provide the GST inclusive figures below:</p> <ul style="list-style-type: none"> • Unbanked sales at year end \$ _____ • Cash Float at year end \$ _____ 	Yes	No
10.	<p>Sale/Purchase of Assets</p> <p>Did you sell, purchase or stop using any assets in your business during the year? (If Yes, please provide details separately)</p>	Yes	No
11.	<p>Loans/Hire Purchases</p> <p>Do you have any loans, hire purchase or lease agreements?</p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> • Confirmation of loan balances as at balance date. • Loan account statements, if available. • Details of any new loan or hire purchase or lease agreements. 	Yes	No
12.	<p>Goods and Services Tax (GST)</p> <p>Are you registered for GST?</p> <p>If Yes and we do not prepare your GST returns please provide a copy of all workings to support your GST returns.</p>	Yes	No
13.	<p>Business Deposits</p> <p>Has your business income been deposited into your business bank account?</p> <p>If No, please provide details on a separate sheet with the date, amount including GST and details of the times not deposited.</p>	Yes	No

14.	<p>Deposits for Goods not yet supplied</p> <p>Have you received deposits for goods not yet supplied at year end? If Yes, please provide details on a separate sheet.</p>	Yes	No
15.	<p>Business Expenses Paid Privately</p> <p>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, amount including GST and details of the items.</p>	Yes	No
16.	<p>Personal Expenses Paid from Business</p> <p>Were any personal expenses paid for from the business bank account or business credit card? If Yes, please advise the date, amounts including GST and details of the personal expenses paid. Have your GST returns been adjusted for this private use?</p>	Yes	No
17.	<p>Goods for your Own Use</p> <p>Did you use any business goods or services for your own use? If Yes, please supply details on a separate sheet.</p>	Yes	No
18.	<p>Home Office/Workshop</p> <p>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 (compulsory):</p> <ul style="list-style-type: none"> • Total size of house + shed + garage in m²: _____ m² • Area used as office in m²: _____ m² • Area used as storage/workshop in m²: _____ m² <p style="text-align: center;">PLEASE NOW COMPLETE EITHER OPTION A OR B BELOW:</p> <p style="text-align: center;">OPTION A – EXPENSES OPTION</p> <p>Home Expenses: List the property expenses below:</p> <ul style="list-style-type: none"> • Interest on Mortgage: \$ _____ • Insurance – Dwelling and Contents: \$ _____ • Power/Gas: \$ _____ • Rates and Water Rates: \$ _____ • Rent: \$ _____ • Repairs and Maintenance: \$ _____ • Other (please specify): \$ _____ 	Yes	No

	<p style="text-align: center;">OPTION B – SQUARE METRE RATE OPTION</p> <ul style="list-style-type: none"> • Interest on Mortgage: \$ _____ • Land Rates: \$ _____ • Rent: \$ _____ <p>Plus: Utility expenses based on square metres used for home office calculated above x \$41.70 per square metre (UHY will calculate this for you).</p>		
<p>19. Motor Vehicles</p>	<p>For a newly acquired vehicle of the business do you want to elect to use the mileage rate method?</p> <p>If yes, please advise the following:</p> <ul style="list-style-type: none"> - The mileage for the year (supported by a log book): _____ - The cc rating of your vehicle: _____ - Is the vehicle (circle one): Petrol Diesel Petrol Hybrid Electric 	<p>Yes</p>	<p>No</p>
<p>20. Other Matters</p>	<p>Are there any other matters we should be aware of? If Yes, supply details below (or on a separate sheet if necessary):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Did the business get a COVID-19 wage or leave subsidy that covers part of the 2020 year's salaries/wages?</p> <p>If yes, please provide the amount of the 2020 year wages and salaries that were covered by the government assistance \$ _____</p>	<p>Yes</p>	<p>No</p>
<p>I confirm that the information provided within this checklist is true and correct and the checklist has been completed to the best of my ability:</p> <p>Signature: _____ Date: _____</p>			