

2024 BUSINESS CHECKLIST FOR COMPANIES & UNIT TRUSTS

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 Chartered Accountants of Australia and New Zealand.

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> <p>If yes, please provide the following:</p> <ul style="list-style-type: none"> • Name of software and Version: _____ 	Yes	No

	<ul style="list-style-type: none"> • 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) 		
3.	<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 (e.g. overseas cheque accounts). • Details of any uncleared deposits at year end. 	Yes	No
4.	<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>	Yes	No
5.	<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>	Yes	No
6.	<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>	Yes	No
7.	<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>How is your stock valued? Please circle the method used:</p> <p style="text-align: center;"> Cost Selling price less mark-up Replacement (market price for you at year end) </p>	Yes	No

<p>8. 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>		<p>Yes</p>	<p>No</p>
<p>9. 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 \$ _____ 		<p>Yes</p>	<p>No</p>
<p>10. 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> <p>If you acquired or sold a business or part of a business during the year please provide a copy of the agreement and the 'Purchase Price Allocation' clause.</p> <p>Did you acquire, dispose of, use for purchases, or exchange any crypto assets/currencies or precious metals? If Yes, please provide details.</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
<p>11. 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. 		<p>Yes</p>	<p>No</p>
<p>12. Holiday Pay</p> <p>Did you have accrued holiday pay or bonuses at year end?</p> <p>If Yes please provide details below:</p> <p>Holiday Pay \$ _____ Bonuses \$ _____</p> <p>How much of this was paid within 63 days after balance date?</p> <p>Holiday Pay \$ _____ Bonuses \$ _____</p>		<p>Yes</p>	<p>No</p>

13.	<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
14.	<p>Fringe Benefit Tax (FBT)</p> <p>Are you registered for FBT?</p> <p>If Yes and we do not prepare your FBT returns please provide a copy of all workings to support your FBT returns.</p>	Yes	No
15.	<p>Interest, Dividends & PIE Income</p> <p>Did you receive any interest and/or dividends or PIE income during the year?</p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> • Copies of all Resident Withholding Tax Certificates. • Copies of all Dividend Statements. • Details of all PIE income. 	Yes	No
16.	<p>Overseas Investment (The Foreign Investment fund [FIF] Regime and Controlled Foreign Company [CFC] Regime):</p> <p>During the year did the Company have any overseas investments?</p> <p>If yes, please provide the following:</p> <ul style="list-style-type: none"> - Copies of investment statements; - Copies of income statements; - Details of sales and purchases (date, sale price, cost, number of units); - A valuation report of your investment at this year end showing each investments costs and market value as at 31 March 2024; - A valuation report of your investment at previous year end (i.e. at 31 March 2023) showing each investments costs and market value; - A list of any Australian shares on that valuation report that do not qualify for the FIF exemption; - Copies of financial statements for foreign companies you or your company controls. - Details of any bank accounts and investments denominated in foreign currencies. 	Yes	No
17.	<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

18.	<p>Deposits for Goods not yet supplied</p> <p>Have you received deposits for goods not yet supplied at year end?</p> <p>If Yes, please provide details on a separate sheet.</p>	Yes	No																														
19.	<p>Business Expenses Paid Privately</p> <p>Have any business expenses been paid from your personal funds and not been reimbursed by your business?</p> <p>If Yes, please provide details on a separate sheet with the date, amount including GST and details of the items.</p>	Yes	No																														
20.	<p>Personal Expenses Paid from Business</p> <p>Were any personal expenses paid for from the business bank account or business credit card?</p> <p>If Yes, please advise the date, amounts including GST and details of the personal expenses paid.</p> <p>Have your GST returns been adjusted for this private use?</p>	Yes	No																														
21.	<p>Goods for your Own Use</p> <p>Did you use any business goods or services for your own use?</p> <p>If Yes, please supply details on a separate sheet.</p>	Yes	No																														
22.	<p>Motor Vehicles</p> <p>Please provide details of your business motor vehicles (including leased vehicles):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 25%;">Make/Model</th> <th style="width: 25%;">Registration Number</th> <th style="width: 25%;">Vehicle Type (car, ute, van, truck etc)</th> </tr> </thead> <tbody> <tr> <td>Vehicle 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vehicle 2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vehicle 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vehicle 4</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>For Companies:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 12.5%;">Vehicle 1</th> <th style="width: 12.5%;">Vehicle 2</th> <th style="width: 12.5%;">Vehicle 3</th> <th style="width: 12.5%;">Vehicle 4</th> </tr> </thead> <tbody> <tr> <td>Is the vehicle a work related* vehicle?</td> <td style="text-align: center;">Yes/No</td> <td style="text-align: center;">Yes/No</td> <td style="text-align: center;">Yes/No</td> <td style="text-align: center;">Yes/No</td> </tr> </tbody> </table>				Make/Model	Registration Number	Vehicle Type (car, ute, van, truck etc)	Vehicle 1				Vehicle 2				Vehicle 3				Vehicle 4					Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Is the vehicle a work related* vehicle?	Yes/No	Yes/No	Yes/No	Yes/No
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Is the vehicle a work related* vehicle?	Yes/No	Yes/No	Yes/No	Yes/No																													

Have fringe benefits been paid?	Yes/No	Yes/No	Yes/No	Yes/No
Number of days available for private use	_____ days	_____ days	_____ days	_____ days
<p>*Work related vehicle i.e. principally designed to carry goods for example, 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.</p>				
<p>23. 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?</p> <p>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): \$ _____ <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 'Rate' per square metre (UHY will calculate this for you). 'Rate' for 2024: not available at time of publication (2023: \$51.05)</p>			Yes	No
<p>24. Legal Information for Companies</p> <p>During the year:</p> <ul style="list-style-type: none"> • Have any of the Directors or Shareholders changed (including shareholder changes in a Parent Entity)? • 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)? 			Yes	No

	<ul style="list-style-type: none"> Has any director entered into a contract with the company or have an interest in a contract in which the company is party? <p><i>If you answered Yes to any of the above, please supply details on a separate sheet.</i></p>	Yes Yes	No No
25. Related Party Transactions	<p>During the year:</p> <ul style="list-style-type: none"> Has there been any borrowing from related parties (NZ or offshore)? Have there been any loans to related parties (NZ or offshore)? Have there been any purchases of goods or services or assets from related parties (NZ or offshore)? Have there been any goods or services supplied to related parties (NZ or offshore)? Is your company controlled by overseas persons? <p><i>If you answered Yes to any of the above, please supply details on a separate sheet.</i></p>	Yes Yes Yes Yes Yes Yes	No No No No No No
26. Other Matters	<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>Did the company get a COVID-19 subsidy that covers part of the 2024 year's salaries/wages?</p> <p>If yes, please provide the amount of the 2024 year wages and salaries that were covered by the government assistance \$_____</p>	Yes Yes	No No
<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>			