

## Information needed for Financial Statements

**Client Name** \_\_\_\_\_  
**Balance Date** \_\_\_\_\_  
**IRD Number** \_\_\_\_\_

Business records and information required	√		Office Use
<b>For clients not using Xero – please provide:</b>			
1. <b>Printouts of the following</b>  Trial Balance, Profit and Loss and Balance Sheet			
2. <b>Backup.</b> A Backup of your ledger file.			
<b>For all clients – please provide the following details:</b>			
3. <b>Bank Accounts.</b> Provide bank reconciliation(s) and bank statement(s) for each bank account for the last day of the financial period.			
4. <b>Debtors.</b> Provide a list of amounts you have invoiced up to the end of the year but have not received money for.			
5. <b>Creditors.</b> Provide a list of purchases you have been invoiced for up to the end of the year but have not paid for until the new financial year.			
6. <b>Cash on hand.</b> A list of any petty cash, till floats or undeposited funds at year end.			
7. <b>Stock.</b> Provide a list of the GST exclusive value at cost price not market value.			
8. <b>Work in Progress.</b> Work in Progress should be calculated on balance date and should include the cost of materials, labour and overheads.			
9. <b>Fixed Assets.</b> Provide details of all assets purchased and sold including property (greater than \$500). If any of the assets were financed by hire purchase, please provide a copy of the relevant loan agreement.  Please review your last year's fixed assets schedule and where appropriate and advise us of any changes.			

<p>10. <b>Investments</b> .Provide documentation of all current business investments and advise us of any new investments. Check last year’s balance sheet for changes if it is handy.</p>																																				
<p>11. <b>Hire Purchase</b>. Provide any new agreements.</p>																																				
<p>12. <b>Loans</b>. Provide statements for any loans and loan agreements for any new loans taken out during the year.</p>																																				
<p>13. <b>Home office</b>. If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">Area used for business:</td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 50%; text-align: right;">(m2)</td> </tr> <tr> <td>Total area of house and workshop:</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="text-align: right;">(m2)</td> </tr> <tr> <td>Power</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Insurance - building and contents</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Interest - house mortgage</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Rates</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Repairs and maintenance</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Other</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Total</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Cost of house and section</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> <tr> <td>Cost of section</td> <td style="border: 1px solid black; text-align: right;">\$</td> <td></td> </tr> </table>	Area used for business:		(m2)	Total area of house and workshop:		(m2)	Power	\$		Insurance - building and contents	\$		Interest - house mortgage	\$		Rates	\$		Repairs and maintenance	\$		Other	\$		Total	\$		Cost of house and section	\$		Cost of section	\$				
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<p>14. <b>Repairs and maintenance</b>. Provide details of any R&amp;M over the value of \$500 + GST.</p>																																				
<p>15. <b>Private Portions</b>. Please provide details if you have any expenses for which we apportion some costs to your business and some to you personally.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Correct Business %</th> <th style="width: 15%;">% cashbook claimed</th> <th style="width: 15%;">% GST Claimed</th> </tr> </thead> <tbody> <tr> <td>Vehicle</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Power</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Correct Business %	% cashbook claimed	% GST Claimed	Vehicle				Telephone				Power				Other																			
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Please provide documentation of the following if it applies to your business	√		Office Use
1. <b>Property.</b> Provide settlements statements and sale and purchase agreements for any property or businesses bought or sold during the year.			
2. <b>Livestock.</b> Please review your last year's livestock schedule and where appropriate and advise us of any changes.			
3. <b>Goods for own use</b> provide the value of any goods taken for personal use.			
4. <b>Fringe benefit tax</b> workings and returns.			
5. <b>Legal</b> expenses if you have incurred any during the year			
6. <b>Gifting</b> statements for trusts			
7. <b>Dairy company</b> statements for the year for dairy farmers			
8. <b>Entertainment</b> if you have paid any entertainment expenses during the year please let us know what portion of them you have claimed in your GST returns			
9. <b>Other</b> invoices for expenses such as insurance, ACC payments and any other transactions especially unusual ones.			

*Please be as accurate as possible in providing information. Errors in these particulars, if material and undetected, have a direct affect on the results shown in the accounts and consequently on the amount of income tax assessed and may result in penalties/interest being imposed by the IRD. By completing the questionnaire accurately you will also reduce the need for later queries and reduce the time spent completing your accounts.*

OTHER NOTES