

Blackmore, Virtue & Owens (BVO) is authorised to compile financial statements and business income tax returns for the following.

Year Ended **20**

Name		
Home Address		
Postal Address		
Home Telephone	Home Fax	Mobile Phone
Business Telephone	Business Fax	
Email		
IRD Number		

Acknowledgement of Responsibility

It is acknowledged that the income tax return to be compiled will be based on the information supplied and that the accuracy of the information and ultimately the accuracy of the return is the tax payer's responsibility. This responsibility is imposed by the Income Tax Act 2007 and cannot be delegated to BVO. Accordingly the client must be satisfied as to the completeness and accuracy of the income tax return before signing the declaration thereon.

It is further acknowledged that where there are alternative courses of action BVO can only advise on those alternatives and that the decision taken is the client's. BVO does not and cannot warrant the outcome of any tax or commercial position suggested or taken.

Privacy Act

BVO is authorised to obtain any additional information required to compile this tax return and all third parties, including solicitors, advisers, bankers and other financial institutions, are hereby authorised to provide any such information requested by BVO

Authority to Act as Agent

We hereby give Blackmore Virtue & Owens, Chartered Accountants, the authority to link any tax account type and activity in respect of us to their agency list with the Inland Revenue Department.

Signed: _____
(By the taxpayer or authorised person)

Dated: _____

Instructions

Use the right hand columns to note whether or not each item is relevant, and if so to confirm that the necessary information has been provided. Attach that information to this form. Please ask if you require clarification on any points.

Note

New Zealand residents are obliged to return their income from New Zealand and overseas sources. Non-residents are required to return only their New Zealand sourced income.

Your Chartered Accountants and Business Advisors

BLACKMORE VIRTUE & OWENS

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Email: bvo@bvo.co.nz

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DIRECTORS

Athol Owens BCom, CA, FCIS
Michael Bowden BBS, CA
Julia Owens BBus (Hons), CA
Alexander Houghton BBus, CA

PARTNERS

AR Owens Limited
DM Virtue Limited



BUSINESS FINANCIAL STATEMENTS CHECKLIST – 31 MARCH (of alternative balance date)

ITEM	WHAT WE NEED	TICK IF APPLIES	TICK IF SUPPLIED
Transaction Details	<p>Depending on how you maintain your records we will require either:</p> <ul style="list-style-type: none"> - Bank statements, cheque butts and deposit books covering the full year for all business accounts, or - Cashbook (reconciled) and bank statements for the full year, or - Accounting software backup disk, or permission to access your cloud based system, containing RECONCILED accounting data. <p>If we are unable to access your software, we will need a copy of the Trial Balance and General Ledger movements for the year.</p>		
Credit Cards	<p>For credit cards used for business, copies of all statements with any personal transactions noted. (No need to annotate if this information is provided in above transaction details).</p>		
Cash On Hand	<p>Cash on hand as at 31 March being unbanked takings, petty cash and/or till float.</p>		
Stock on Hand	<p>Valuation of stock on hand as at 31 March to be used in the financial statements. Stock to be counted, costed and scheduled on separate sheets and those sheets are to be retained for 7 years. Valuation to be at cost unless a lower market value is adopted and if so, specify the basis for that market value. Obsolete items to be clearly marked on the stock sheets. <u>All values to exclude GST unless otherwise stated.</u></p>		
Work in Progress	<p>Valuation of WIP as at 31 March to be used in the financial statements. WIP to be counted, costed and scheduled on separate sheets and those sheets are to be retained for 7 years. Valuation to be at cost unless a lower market value is adopted and if so, specify basis for market value. <u>All values to exclude GST unless otherwise stated.</u></p>		
Accounts Payable	<p>List of all amounts owed by you as at 31 March. The list is to show who the debt is owed to, the amount and the type of expense it is (e.g. materials, vehicle expenses, etc). <u>Advise whether amounts include or exclude GST.</u></p>		

Accounts Receivable	List of all amounts owed to you as at 31 March. Note: To obtain a tax deduction for bad debts they need to be actually written off prior to 31 March. <u>Advise whether amounts include or exclude GST.</u>		
Fixed Assets	<p>List of assets purchased and sold during the year (e.g. description, amount paid or received, date purchased or sold, financing details). Provide a copy of the invoice and if applicable, HP or loan agreement. Advise if asset purchased is new or second-hand.</p> <p>Sale and purchase agreements and solicitor's settlement statements are required in respect of the sale or purchase of any land, buildings or businesses.</p> <p>Copy and annotate last year's fixed asset schedule for assets no longer on hand because written off, obsolete or traded.</p> <p>Provide details of insurance claims during the year.</p> <p>Copy of any new valuations on land or buildings obtained during the year.</p>		
Borrowings	<p>Documentation supporting new loans raised during the year. (e.g. hire purchase, loan agreements, mortgages, etc.).</p> <p>For all borrowings confirm lender, principal sum, term, security, repayments and interest rate.</p> <p>Where available, supply annual loan summaries.</p>		
Interest/Dividends Received	Provide detail of source and amount received. Bank, dividend, bonus issue advice slips, etc., and other lender advice slips are to be provided to show withholding tax paid on your behalf.		
Accident Compensation/ Legal Fees/Consultancy	Please provide invoices for any amounts paid.		
Insurance Repairs/ Maintenance > \$500	Provide details or invoices for amounts paid.		

<p>Motor Vehicles</p>	<p>For all motor vehicles used in the business provide either:</p> <ul style="list-style-type: none"> - Business percentages from log books (a log book must be maintained for three months every three years to determine your business percentage if you are self-employed either as an individual or a partner), <li style="text-align: center;">or - Copies of fringe benefit tax returns supported by working papers. 																																									
<p>Use of Home</p>	<p>If you maintain a home office summarise all amounts paid in respect of your home generally and your office specifically.</p> <p>Use the following guide if useful.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Proportion of area used for business</td> <td style="width: 5%; text-align: right;">%</td> <td style="width: 35%;"></td> </tr> <tr> <td>Cost of house (exclude land)</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Interest paid on mortgage</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Electricity</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Gas</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Repairs</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Maintenance</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Rates</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Water</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>Any other house expenses</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>If rented, total rents paid</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> </table>	Proportion of area used for business	%		Cost of house (exclude land)	\$	_____	Interest paid on mortgage	\$	_____	Electricity	\$	_____	Gas	\$	_____	Insurance	\$	_____	Repairs	\$	_____	Maintenance	\$	_____	Telephone	\$	_____	Rates	\$	_____	Water	\$	_____	Any other house expenses	\$	_____	If rented, total rents paid	\$	_____		
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<p>Fringe Benefit Tax</p>	<p>Copies of fringe benefit tax returns supported by working papers.</p>																																									
<p>Private Use</p>	<p>Advise the cost of goods and services taken for private use during the year. Particularly consider whether there is a private portion to any travel, accommodation or entertainment paid for by the business.</p>																																									
<p>Business Expenses Paid Personally</p>	<p>Detail any expenditure incurred privately on behalf of the business.</p> <p>Check that this expenditure has been taken into account for GST purposes.</p>																																									
<p>Business Income Not Banked Into Business Account</p>	<p>Detail any business income received but not deposited into the business bank accounts.</p>																																									
<p>Contingent Liabilities</p>	<p>Excluding normal operational matters, details of any contractual obligations outstanding as at balance date.</p>																																									

<p>Nature of Your Business</p>	<p>Outline any changes to the nature of your business during the year. If BVO does not maintain the statutory records include changes in ownership, directors and registered office.</p> <p><u>Trusts:</u> Advise us of details of any changes in trustees or beneficiaries. Please also provide details of any gifting, including a copy of any gift statement, if not prepared by BVO.</p>		
<p>Any Other Information</p>	<p>Provide any other information relevant to the preparation of the financial statements and income tax return.</p>		
<p>Offshore Investments</p>	<p>Provide details of any offshore bank accounts, investments, pension or super schemes held. We may require further supporting information, but will advise you of this.</p>		