

Business Financial Statements Checklist

Blackmore, Virtue & Owens (BVO) is authorised to compile financial statements and business income tax return for the following based on the information provided.

Year Ended _____

| | | | |
|-------------------------|--|---------------|--|
| Name | | | |
| IRD Number | | | |
| Email | | | |
| Business Phone | | Mobile | |
| Business Address | | | |
| Postal Address | | | |

Acknowledgement of Responsibility

It is understood, and you agree that it is your responsibility for the accuracy and completeness of all records and other information supplied to us and for the reliability, accuracy, and completeness of the financial information compiled based on those records and information. You accept responsibility for any failure to supply us with all relevant records and information. You cannot delegate your responsibilities under the Income Tax Act 2007 to us. Accordingly, you must be satisfied with the completeness and accuracy of the financial statements and income tax returns we prepare before you sign the declaration in those statements or in a tax return. Unless otherwise specified our services cannot be relied upon to disclose irregularities and errors, including fraud and other illegal acts in your affairs.

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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www.bvo.co.nz

DIRECTORS

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

PARTNERS

AR Owens Limited
DM Virtue Limited



INDEPENDENT MEMBER

ASSOCIATE

Steven Khoo BCom, CA

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

Instructions

Use the right-hand columns to note whether each item is relevant, and if so attach or email the necessary information with this form. Please ask if you require clarification on any points.

1. Records to be Supplied to BVO

Yes No

If you use Xero or MYOB:

- | | | |
|---|--------------------------|--------------------------|
| ○ Please send us an invite if this is your first year with us. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Do <u>all</u> bank accounts reconcile at balance date? Please email copy of bank statements and reconciliations at balance date. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ If BVO supplied, you with a final journal entry for the previous financial year has it been entered into your accounting system? | <input type="checkbox"/> | <input type="checkbox"/> |

If you use another accounting package or are unable to give us online access, please contact us.

If you do not have an accounting package please supply the following:

- | | | |
|--|--------------------------|--------------------------|
| ○ Manual Cashbook including bank reconciliation(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bank Statements (for all bank accounts & stock firms for entire financial year plus one month after) | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Solicitors Trust Account Statements | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Credit Card Statements (that include any business transactions) | <input type="checkbox"/> | <input type="checkbox"/> |

In all cases (where applicable)

- | | | |
|--|--------------------------|--------------------------|
| ○ GST, workpapers, and any adjustments made or to be made. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Interest and Dividend Certificates and rebate notices received for the period | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Resident Withholding Tax reconciliation statements for interest or dividends paid by you | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Investment Portfolio Reports including taxable income statements | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Annual Wages Reconciliation documentation | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Copies of invoices for legal or other professional services expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Copies of insurance premium notices and ACC invoices paid during the year or received subsequently | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Accounts Receivable (Debtors) list | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Accounts Payable (Creditors) list | <input type="checkbox"/> | <input type="checkbox"/> |

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

| 2. Cash on Hand | | Yes | No |
|--|-------|--------------------------|--------------------------|
| Please advise the amounts of: | | | |
| a) Petty Cash if any? | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Till Floats | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Income received but not banked | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Deposits in advance | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Bankings on Hand | | Yes | No |
| a) Please provide details of any amounts banked which were not from normal sales. <i>(If not clearly shown in your deposit book).</i> | | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Please provide details of any sales not banked into your business account. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Stock on Hand | | Yes | No |
| a) Stock on Hand (excluding GST) amount | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b) State basis of valuation: Cost/Net realisable value/other – please specify: | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Write-offs - obsolete: | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Work in Progress | | Yes | No |
| a) Please advise the amount of Work in Progress. <i>Work in progress includes material costs, labour costs and overhead content incurred but not yet invoiced at cost price (excluding GST)</i> | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Goods for Private Use | | Yes | No |
| a) Please advise the value of goods taken from stock for private use at cost price (including GST). | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Please provide details of any payments made to your suppliers for goods or services that were used by you personally. | | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Please provide details of any accommodation and meals that have been provided to staff as part of their employment package. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Donations | | Yes | No |
| a) Please provide details of any donations made during the financial year. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Motor Vehicles | | Yes | No |
| a) For all motor vehicles used in the business please provide either: | | <input type="checkbox"/> | <input type="checkbox"/> |
| o Mileage to claim, or | | <input type="checkbox"/> | <input type="checkbox"/> |
| o Business percentage from logbooks, or | | <input type="checkbox"/> | <input type="checkbox"/> |

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

- | | | |
|---|--------------------------|--------------------------|
| o Copies of fringe benefit tax returns supported by working papers. | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Have you provided employees with a motor vehicle for private use? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Did you as a business owner or employer have access to a business vehicle for private use? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) If so, do you return this benefit for FBT purposes? | <input type="checkbox"/> | <input type="checkbox"/> |

9. Business Entertainment

Yes No

Please provide the following details if not clearly identified in your records:

- | | | |
|---|--------------------------|--------------------------|
| a) Entertainment expenses paid by your business, but which are private | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Entertainment expenses which are business-related but only 50% deductible (exclude GST if registered) | | |
| - Include food or beverages provided to existing clients, potential clients, business contacts, and staff. | | |
| - Include social functions for employees (e.g., Christmas functions) | | |
| - Include provision of (or access to) corporate boxes or tents, pleasure craft, and similar exclusive areas at sporting, cultural or other recreational activities. | <input type="checkbox"/> | <input type="checkbox"/> |
| - Exclude <u>all</u> entertainment enjoyed or consumed overseas. | | |
| - Exclude food or beverages consumed while on business travel, <u>unless</u> an existing client, potential client or business contact was a guest. | | |
| - Exclude morning or afternoon teas provided by employees on your business premises or at a conference or course. | | |
| Note: These inclusions and exclusions are not a comprehensive list. Please refer to the Inland Revenue booklet for more details. | | |

10. Fixed Assets

Yes No

Please provide:

- | | | |
|--|--------------------------|--------------------------|
| a) List of assets purchased and sold during the year and copy of invoices and supporting documents (hire purchase, loan/lease agreements, insurance proceeds). <i>Please detail description, date purchased or sold, financing details and if the asset is new or second-hand.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Sale and Purchase Agreements and solicitor's statements for the sale or purchase of any land, building, or businesses. | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Annotated copy of last year's fixed asset schedule for assets no longer on hand due to being written off, obsolete or traded. | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Details of insurance claims during the year. | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Copy of any new valuations on land or buildings obtained during the year. | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Low value asset | <input type="checkbox"/> | <input type="checkbox"/> |

11. Prepayments

Yes No

- | | | |
|---|--------------------------|--------------------------|
| a) Please provide details or copies of any invoices for any costs incurred during the year for goods and services which were not fully used until after the balance date. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

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

| 12. Goodwill | Yes | No |
|---|--------------------------|--------------------------|
| a) Please attach details of any factors that would reduce the value of goodwill shown as an asset in the entity's financial statements. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| 13. Investments (including shares) (New Zealand) | Yes | No |
| Please detail and attach all documentation received for any: | | |
| a) Investments acquired | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Sale or transfer of investments | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Investments matured during the year | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Investments in PIES | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| 14. Investments (Overseas) | Yes | No |
| Please detail and attach all documentation received for any: | | |
| a) Foreign currency bank accounts (in NZ and overseas). | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Shares owned in overseas companies or unit trusts. | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Interest in an overseas superannuation scheme. | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Interest in an overseas life insurance policy. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| 15. Loans Made | Yes | No |
| a) Please provide copies of the agreements and statements of any lending to other parties. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| 16. Loan Borrowings | Yes | No |
| Please detail and attach copies of the agreements and statements of any: | | |
| a) Loans / mortgages, | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Hire purchases, or | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Personal guarantees incurred during the year | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| 17. Other Income | Yes | No |
| Please provide details and advice notices of any: | | |
| a) Income from a Trust, Estate or Partnership | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Any other income not mentioned in this checklist | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| 18. Home Office Expenses/Storage | Yes | No |
| a) Do you have a home office/storage for business use? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Total area (m ²) of the house | _____ | |
| c) Area (m ²) used for home office and storage | _____ | |

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Please provide details of the following expenses if any:

| | | |
|------------------------------|--------------------------|--------------------------|
| - Mortgage interest payments | <input type="checkbox"/> | <input type="checkbox"/> |
| - Rates | <input type="checkbox"/> | <input type="checkbox"/> |
| - Rent | <input type="checkbox"/> | <input type="checkbox"/> |

19. Business Expenses Paid Personally

Yes No

| | | |
|--|--------------------------|--------------------------|
| a) Please detail any business expenses from personal funds which have not been reimbursed for. | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Please provide workings of any GST adjustments made and the GST period the adjustment was made. | <input type="checkbox"/> | <input type="checkbox"/> |

20. Shareholding in a Look Through Company

Yes No

| | | |
|--|--------------------------|--------------------------|
| a) If you are a shareholder in a Look Through Company, please advise if you were allocated income/expenditure from a Look Through Company and provide details and advice notices received. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

21. Tax Refunds

Yes No

If your tax calculations result in a refund being due and you are a provisional taxpayer do you want the refund:

| | | |
|--|--------------------------|--------------------------|
| - Refunded to you in full, or | <input type="checkbox"/> | <input type="checkbox"/> |
| - Used to offset your provisional tax liability (if any) | <input type="checkbox"/> | <input type="checkbox"/> |

22. General

Yes No

| | | |
|--|--------------------------|--------------------------|
| a) Did you export any goods or services during the financial year? <i>If yes, please supply details and/or documentation.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Did the nature of your business change in any way during the last financial year? <i>If yes, please provide details.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Do you expect the nature of your business to change during the next financial year? <i>If yes, please provide details.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Do you have any lease commitments? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Do you have any capital commitments? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Are there any contingent liabilities you are aware of? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Any royalties paid offshore? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Is your current accounting software meeting your needs? | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Would you like us to contact you regarding accounting software options and/or training? | <input type="checkbox"/> | <input type="checkbox"/> |

Companies only

Yes No

| | | |
|---|--------------------------|--------------------------|
| a) Did the Company declare any dividends or return any capital to the shareholders during the financial year? <i>If yes, please supply details.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

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- b) Were there any changes in shareholding (direct or indirect) or names of shareholders/directors during the year? *If yes, please attach a list of the changes.*

Trusts only

Yes No

Gifts made or Loans forgiven:

- a) Was any loan or debt partly or fully forgiven during the year?

- b) Was any gift received or settlements made during the period?
If yes to either of the questions above, please supply copies of documentation.

- c) If you answered no and you have loans to the Trust, would you like advice on gifting?

- d) Any sales of goods divided by settlors/beneficiaries.

Allocation of Income or Capital

- a) Do you wish to make an allocation of income and/or capital to any beneficiaries?
If yes, please provide us with your instructions.

General

- a) Was any settlor or trustee absent from NZ during the year?
If yes, please provide details.

- b) Is any settlor or trustee contemplating leaving NZ in the near future?
If yes, please provide details.

- c) Were there any changes in trustees or changes in the names of trustees?
If yes, please attach a list of the changes and Trust minutes (where applicable).

- d) Please provide a list of all the current beneficiaries (and note any changes) including full name, date of birth, and IRD number or tax file numbers (if non-resident)

23. Rental Information

Yes No

- a) Was a property purchased or sold during the financial year?
If yes, please provide the following:
- Solicitor's settlement statement confirming purchase details of property.
 - The rateable valuation or independent valuation of the property at the time of purchase.
 - Advise how the property was funded and any loan documentation.
 - A list of chattels in the property at time of purchase.
-
-

- b) Please advise the:
- Address of the Property
 - Number of days the property was rented out to non-associated people.
 - Number of days the property was rented out to, or used by, associated people e.g., Family.
 - Number of days the property was used personally.
-
-

- c) If the property is independently managed please provide a copy of the managers financial reports.

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AND/OR

Please detail:

- Rental Income
- Expenses:
 - o Commission
 - o Interest paid on mortgage
 - o Principal paid on mortgage
 - o Rates
 - o Insurance
 - o Utilities (Gas, Electricity, Internet, Water, etc)
 - o Repairs and Maintenance*
 - o Bank charges
 - o Other expenses (please specify)

(*Provide a separate list of all repairs costing more than \$500.)

- Any improvements made to the property:
 - o Cost
 - o Nature of the improvements

-
- d) If you maintain a separate bank account for the rental property, please provide all bank statements for the year. Please write on each page what each transaction was for.

Note: Clear photos of all supporting documents are acceptable in lieu of scanned copies.

ie) Residential profits sold during the year

- **Own home**
- **Rental**
- **Beach house**