

2016 BUSINESS INCOME - INFORMATION SHEET



PO Box 389, WMC 3240, Hamilton – Phone 07 839 1235

Client Name:		Balance Date:	
Address:		Contact Phone No:	
E-Mail:		Website:	

A RECORDS AND INFORMATION REQUIRED (Please Circle YES/NO if this relates to you and you have included information) **NOTE: If we prepare your GST throughout the year we only need information relating to the end of the year.**

1a. Bank Statements YES/NO

For all accounts operated by the business. Statements should cover the full period and for at least one month after balance date. Please order any missing Statements.

All Cheque/Deposit Books for Year: Number supplied: _____

For all bank accounts operated by the business, mark clearly the nature of all payments on the butts or bank statements. Personal expenses or drawings should be clearly marked. All deposit butts should be similarly marked with items other than business sales clearly described. Please note payments NOT subject to GST.

1b. Cash Books YES/NO

A balanced and reconciled cashbook may also be supplied. Descriptions of payments and receipts must be clear. Please also supply all statements.

If you have a computerised Cash Book, or Ledger Package please supply a backup disk, trial balance, statements and bank reconciliation. We may need to have printouts of various ledger balances.

Please ensure that all entertainment expenditure is clearly marked.

If you are using **Cash Manager** please provide:

1) Cash Manager transfer file (or email to: enquiries@owenmcleod.co.nz)

If you have **MYOB** please provide a back up and:

Version _____ User Name _____ Password _____

2. Savings Bank Passbooks/Investment Account Statements/Maturity Advises YES/NO

Mark nature of entries where this is not obvious.

3. Copies of ALL GST Returns and Workpapers YES/NO

NOTE: We do not require creditor statements and invoices.

4. **Copies of Fringe Benefit Returns and Supporting Work papers** YES/NO
5. **Wages/PAYE Reconciliation Statement**
- Can we have copies of your employer monthly schedules for the year or your yearly summary for all employees?
 - Did you have any holiday pay and/or bonus salaries owing to employees at balance date (including any paid out within 63 days of balance date) YES/NO
6. **Dividend or Interest PAYE Paid** YES/NO
- If you have made dividend PAYE or Interest PAYE payments to the IRD please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliation.
7. **Solicitors Statements** YES/NO
- For all legal transactions during the year. (e.g. Sale and Purchase of Properties, Raising or Releasing of Mortgages, Litigation) Please also supply associated legal invoices
8. **Credit Card Statements** YES/NO
If used for business, please identify what the expenditure should be categorized to?
8. **Interest/Dividend Certificates** YES/NO
Provide all tax deduction certificates! (available from your bank)

B STOCK ON HAND/WORK IN PROGRESS YES/NO

Stock on hand should be counted and separate stock sheets should be prepared for stock purchased for resale, stock used in production and stock manufactured. These stock sheets are required to be retained for 7 years.
If your stock is under \$3,000 (and turnover under \$1.3m) you do not have to do a stock take.

Date of Stock take: _____ Value of Stock on Hand: \$ _____ (GST Excl)

Work in progress at balance dates should be counted and valued and schedules should be prepared as for inventories. Work in progress should be valued at cost of materials, direct labour and factory overhead after deducting progress payments. Profit margins should not be included.

Specify whether GST is included or excluded – Included / Excluded

Value of Work in Progress: \$ _____ (GST Excl)

C ACCOUNTS RECEIVABLE – (Sundry Debtors) YES/NO

Attach list of amounts owing to you at balance date and indicate against any amount that you consider unlikely to receive payment for. Exclude these already written off during the year.

Total at Balance Date: \$ _____ (GST Incl.)

Bad Debts Written Off During Year: \$ _____

D ACCOUNTS PAYABLE – (Sundry Creditors) YES/NO

Attach list of amounts owing by you at balance date, indicating name of creditor, amount and nature of debt. Alternatively, mark on cheque butts as soon as possible after balance date or highlight in cashbook those items after balance date, which should be included.

Total at Balance Date: \$ _____ (GST Incl.)

E	CASH ON HAND	YES/NO
----------	---------------------	---------------

a. Note details of last banking for Financial year:

Amount: \$ _____ Date Banked: _____

- b. Cash on hand at balance date:
- Unbanked takings \$ _____
 - Petty Cash Float \$ _____
 - Till Float \$ _____

F	FIXED ASSETS (F/A)	YES/NO
----------	---------------------------	---------------

List assets purchased and/or sold on attached schedule, specifying, Date Purchased, Method of Payment, Amount Paid, Type of Asset and Trade-In Details if Applicable.

Please provide relevant vouchers and hire purchase agreements. Give details of any property acquisitions/sales and please supply copies of solicitors' settlement statements.

For property sold, specify date originally purchased.

Please advise if your wish assets under \$2,000.00 to be identified separately **YES/NO**

Did you write off any F/A during the year? If Yes, please advise **YES/NO**

Did you transfer any F/A to or from others/family members during the year? **YES/NO**

G	USE OF DWELLING FOR BUSINESS PURPOSES	YES/NO
----------	--	---------------

This may be the use of an area as an office or storage room etc.

Please supply the following details of expenditure incurred on dwelling:
(if paid from business account these should be clearly identified)

Rates	\$	Insurance	\$
Interest on Mortgage	\$	Repairs	\$
Electricity & Heating	\$	Telephone Rental	\$
Business Toll Calls	\$	Other	\$
(Documents should be available if required)			
If not advised previously please detail the following:			
Purchase price of Property	\$	Total Area of Home	
Government Valuation - Land	\$	Area Used for Business	
Improvements	\$	Type of construction - brick, wood, concrete	
Total	\$		

H	BUSINESS MOTOR VEHICLE(S) - as per Log Book	YES/NO
----------	--	---------------

If your Company owns the motor vehicle on which Fringe Benefit Tax is paid, for all seven days ignore this section.

Please Advise total distance travelled this year and distance travelled on business matters.

Vehicle _____

Business Travel _____ Kilometers

Total Distance Travelled _____ Kilometers

Remember if it is more than three years since you completed a log book, then you need to complete another one for a three-month period!

I	PRIVATE EXPENSES	YES/NO
----------	-------------------------	---------------

Portion of expenses incurred paid by the business to be allocated as private:

- _____ \$ _____ or _____ %
- a. Telephone and Tolls
 - b. Power
 - c. Goods for Own Use

J	BUSINESS EXPENSES	YES/NO
----------	--------------------------	---------------

Please list Expenses paid out from personal funds relating business.

K	HAS THERE BEEN ANY CHANGE IN THE NATURE OF YOUR BUSINESS SINCE LAST BALANCE DATE?	YES/NO
----------	--	---------------

If so, brief details of this change: _____

How do you expect your 2016 profit to compare with 2015? Better/Same/Worse

Why has there been a change? _____

L	HAVE YOU RAISED OR REPAID ANY NEW MORTGAGES AND/OR LOANS IN THE FINANCIAL PERIOD?	YES/NO
----------	--	---------------

If so please supply details/documents including:

Mortgages or Lender	Term
Principal Sum	Commencement Date
Security	Rate of Interest

Also please attach copies of solicitors' settlement or relevant documents.

Latest Government valuations for Land and Buildings (if applicable) and date.

M	CONTINGENT LIABILITIES	YES/NO
----------	-------------------------------	---------------

Do you have any contingent liabilities (i.e. pending litigation?) This may have occurred after balance date.

N	POST BALANCE DATE EVENTS	YES/NO
----------	---------------------------------	---------------

Are there any post balance date transactions that need to be disclosed in the financial statements?

O	RELATED PARTY TRANSACTIONS	YES/NO
----------	-----------------------------------	---------------

Are there any related party transactions that we should be aware of in the preparation of your financial statements?

Q	RENT RECIEVED	
----------	----------------------	--

- a. Did you receive any income from rent? **YES/NO**
If so, supply details (or otherwise please provide bank statements or rental receipts).

Rent Received	\$	* Address of Property	
Interest Paid	\$	* Cost \$	
Repairs	\$	* Type of Construction	
Rates	\$	Brick, Wood or Concrete	
Insurance	\$	* Govt. Valuation - Land	\$
Other Expenses	\$	Buildings	\$
	\$	Total	\$

- b. Is the property residential or commercial? _____
c. Was any rental property bought or sold during the year? **YES/NO**
If YES, please advise full details, with settlement statements from your Solicitor

R	GUARANTEE	YES/NO
----------	------------------	---------------

Have you given any guarantee(s) for any third party (eg: guaranteeing a loan) during the year.

S	LEASE	YES/NO
----------	--------------	---------------

Did you have any new or have there been any changes to any Lease Commitments for plant, electronic equipment, vehicles or property? Please attach copies of all hire purchase and lease agreements entered into this year!

T	CHANGES IN SHAREHOLDER/DIRECTOR	YES/NO
----------	--	---------------

Have there been any changes to directors or shareholders:

Name _____

Birth date _____

No of shares Purchased/Sold _____

AUTHORITY

I authorise Owen McLeod & Co Ltd to prepare financial statements and tax returns from the information and records I have supplied and to sign the completed tax return as a true and correct return on my behalf as agent.
I do not wish to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied, and undertakes to review the completed return and advise you of any errors or omissions within 14 days.

Signature

Date.....