

2021 BUSINESS INCOME - INFORMATION SHEET



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

Client Name:		Balance Date:	31/3/2021
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

All bank 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: _____

All bank accounts operated by the business: clearly mark the nature of all payments on the cheque butts or bank statements. Personal expenses or drawings should be clearly marked.
All deposits should be similarly marked with items other than business sales clearly described.
Please note payments that are 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 bank statements.

If you have a computerised Cash Book, or Ledger Package please supply a backup disk, trial balance, bank 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 backup; **Xero**, please invite xero@owenmcleod.co.nz

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	
	a. Can we have copies of your employer monthly schedules for the year or your yearly summary for all employees?	
	b. 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?	
9.	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 <u>not</u> 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.)	
	<i>Business Q</i>	
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 you 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 2021 profit to compare with 2020? Better/Same/Worse

Do You have any **OTHER INCOME** from NZ or overseas; such as:
(profit on sale of shares or other investments acquired for resale, cash jobs, or tips) **YES/NO**

L HAVE YOU RAISED OR REPAID ANY NEW MORTGAGES AND/OR LOANS IN THE FINANCIAL PERIOD?

If so please supply details/documents including: **YES/NO**

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 RECEIVED**

- 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.....

BANK ACCOUNT: We require an up to date bank account:

Bank Account Name _____ Branch & Number _____

Do you want to sign your tax return via electronic signature? _____ YES _____ NO

(If YES, you will receive an email prompt from us once we have finalized your tax return).

By approving, you will electronically sign the tax return.