



**Once completed please return to:**

Ainger Tomlin Ltd  
Level 1, AMI House  
116 Riccarton Road  
PO Box 8237  
CHRISTCHURCH 8440

## **BUSINESS CHECKLIST**

<b>WORK PHONE</b>	_____	<b>FAX</b>	_____
<b>HOME PHONE</b>	_____	<b>CELL</b>	_____
<b>EMAIL</b>	_____	<b>WEB</b>	_____

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### **TERMS OF ENGAGEMENT**

I accept responsibility for the accuracy and completeness of the information supplied, which will be used in the preparation of my Financial Reports. You are not to complete an Audit, nor do I wish you to undertake a detailed Review of my affairs, in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Reports. I understand your work cannot be relied on to detect error and fraud, and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the Financial Reports will be prepared at my request, and for my purposes only, and that you will not be liable for any losses, claims or demands by any third person.

In order to assist in the preparation of the Financial Reports I hereby authorise Ainger Tomlin Ltd to contact my bank, solicitor, or any other parties who may be able to assist directly.

I agree to Ainger Tomlin Ltd's payment terms being that payment is due by the 20th of the month following invoice date, and acknowledge that Ainger Tomlin Ltd reserve the right to charge interest on overdue invoices.

In order to comply with the Unsolicited Electronic Messages Act 2007, I agree to continue receiving emails from Ainger Tomlin Ltd.

**CLIENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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# INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS

*Please ensure this form is completed in full and signed*

## **MANUAL SYSTEMS**

- All Bank Statements, Cheque Butts and Deposit slips
- Reconciled Cashbook (if prepared)
- Interest Certificates and Dividend Advices
- Copy of GST Returns and Workpapers

## **COMPUTERISED SYSTEM** (MYOB or other product)

- Please send in a backup - either email, disk or memory stick
- Bank Statement(s) showing the 31 March 2010 balance for **all** bank accounts

## **STOCK ON HAND**

All Stock should be counted at balance date – identify separately stock purchased for resale, stock used in production, and manufactured stock. Stock should be valued at the lower of cost or market (selling) value. Obsolete items should be valued using these same methods. Profit margins should not be included. If you need any assistance with stock valuation, please contact us.

Total (Ex GST)                      \$ \_\_\_\_\_

## **WORK IN PROGRESS**

Work in Progress at balance date should be valued as for Stock on Hand. Work in Progress should be valued at **cost** of materials, direct labour and factory overheads, after deducting progress payments. Profit should not be included.

Cost of Materials	\$ _____
Direct Labour - Owner	\$ _____
Direct Labour – Staff	\$ _____
Factory Overheads	\$ _____
Less Progress Payments	\$ _____
Total (Ex GST)	\$ _____

## **HOLIDAY PAY**

Please advise any holiday pay paid within 63 days of balance date, that was owing at balance date.

## **ACCOUNTS RECEIVABLE/ DEBTORS (Money Owing To You)**

**Manual** - list amounts owing to you at balance date, inclusive of GST, on the *blue form* provided. Exclude Bad Debts written off, but identify Doubtful Debts.

**Computerised** - if you are on a computerised Accounts Receivable package please send a Receivables Reconciliation (Summary) Report, dated 31 March 2010.

Total (Inc GST)                      \$ \_\_\_\_\_

**☐ ACCOUNTS PAYABLE /CREDITORS (Money Owing By You)**

**Manual** - list amounts owing by you at balance date inclusive of GST, on the *yellow form* provided, indicating name of creditor, amount and nature of debt.

**Computerised** - if you are on a computerised system please print and send us a Payables Reconciliation (Summary) Report, dated 31 March 2010.

Total (Inc GST)            \$ \_\_\_\_\_

**☐ CASH ON HAND**

- 1. Unbanked takings    \$ \_\_\_\_\_ (ie 31 March takings banked 1 April)
- 2. Petty cash float     \$ \_\_\_\_\_
- 3. Till float             \$ \_\_\_\_\_

Were all takings banked into the business bank account?    Yes / No

If "No", please provide details of how these takings were spent:

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**☐ FIXED ASSETS**

1. **Purchased**

Date	Description of Asset	Cost

2. **Sold**

Date	Description of Asset	Trade-In Details (if applicable)	Total Sales Price

Please provide copies if any new Hire Purchase Agreements and copies of Solicitor's Settlement Statements for property sales/purchases.

**☐ BUSINESS EXPENSES**

Please list business expenses paid from personal funds.

Vehicle Expense            \_\_\_\_\_      Entertainment            \_\_\_\_\_  
Postage                        \_\_\_\_\_      Other                        \_\_\_\_\_

**☐ USE OF HOME CLAIM**

Do you use part of your home as an office? Yes/No

If yes, what proportion of the total area is used for business? \_\_\_\_\_ %

And please provide details of the following personal expenses paid for the year:

Insurance	\$ _____	Rates	\$ _____
Mortgage Interest	\$ _____	Repairs	\$ _____
Power	\$ _____	If Renting Total Rent Paid	\$ _____
Any Other House Expenses \$ _____			

**☐ BUSINESS MOTOR VEHICLES (from log book)**

**VEHICLE 1**

**VEHICLE 2**

Vehicle - Make & Model	_____	_____
Business Kms Travelled	_____ kms	_____ kms
Total Distance Travelled	_____ kms	_____ kms

(Please note that unless you pay FBT, a log book needs to be kept for a 3 month period once every 3 years. Log books are available at no cost from the Ainger Tomlin reception.)

**☐ MORTGAGES AND LOANS**

If you have raised or repaid any business mortgages and/or loans in this financial period, please provide a copy of the supporting documentation.

Mortgagee or Lender	_____	Term	_____
Commencement Date	_____	Security	_____
Principal Sum	_____	Interest Rate	_____

**☐ LEGAL STATEMENTS**

Please provide copies of all legal statements covering transactions other than personal matters. If you do not have these statements please obtain copies from your Solicitor.

**☐ ACC -** Please provide copies of all ACC levy invoices received since 1 April 2009

**☐ COMPANY ADMINISTRATION (if applicable)**

Please advise if there have been any changes to Directors, Shareholders or their address(es) thereof.

\_\_\_\_\_  
\_\_\_\_\_

**☐ ASSOCIATED ENTITIES**

Are there any other companies, trusts or partnerships you are involved with?

\_\_\_\_\_  
\_\_\_\_\_