

Once completed please return to:

Ainger Tomlin Ltd
Level 1, Ainger Tomlin House
136 Ilam Road, Ilam
Christchurch 8014
PO Box 8237, Riccarton
CHRISTCHURCH 8440

BUSINESS CHECKLIST

WORK PHONE	_____	FAX	_____
HOME PHONE	_____	CELL	_____
EMAIL	_____	WEB	_____

BANK ACCOUNT NUMBER FOR TAX REFUNDS:

AUTHORITY TO PREPARE TAX RETURN AND FINANCIAL REPORTS

We accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of our Tax Return and Financial Reports. You are not to complete an audit, or undertake a detailed review of our affairs, in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on the Financial Reports. We 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 us. We further understand that the Financial Reports will be prepared at our request, and for our 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 we authorise Ainger Tomlin Ltd to contact our bank, solicitor, or any other parties who may be able to assist directly.

We 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 reserves the right to charge interest on overdue invoices and on-charge any debt collection and/or legal costs per our Terms of Engagement.

In order to comply with the Unsolicited Electronic Messages Act 2007, we 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
All checklists are available to download from www.aingertomlin.co.nz

☐ MANUAL SYSTEM

- All bank statements, cheque butts and deposit slips
- Reconciled cashbook (if prepared)

☐ COMPUTERISED SYSTEM

- **Cloud Based Programs (eg Xero)**
Invite support@aingertomlin.co.nz into the accounting system
- **Desk Based Programs (eg MYOB, Quickbooks)**
Email a backup with username and password to support@aingertomlin.co.nz
- **All Computerised Systems**
Copy of the bank statement for each bank account, loan account and credit card showing the balance as at 31 March 2018
- **Dropbox**
If you have documents to share via Dropbox, email dropbox@aingertomlin.co.nz

☐ GST

- Copy of all GST returns and related workpapers
- Have you imported any stock or machinery in the last financial year? Yes/No
 - If yes please provide a copy of all customs invoices, showing import GST

☐ 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 in the same way. 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 margins should not be included.

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

☐ HOLIDAY PAY

If you are an employer, please advise the total holiday pay owing to all employees at 31 March 2018 and how much of this total was paid within 63 days of balance date.

☐ GOODS FOR PRIVATE USE

Please provide details of any business goods/products taken for private use.

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

Manual - list amounts owing to you at balance date, inclusive of GST, on the form provided. Exclude bad debts written off, but identify doubtful debts.

Computerised - if you are on a computerised system please send a Receivables Reconciliation (Summary) Report, dated 31 March 2018.

Total (Inc GST) \$ _____

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

Manual - list amounts owing by you at balance date inclusive of GST, on the 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 2018.

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 cash takings banked into the business bank account? Yes / No

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

☐ **BARTERCARD OR SWAP SCHEMES**

Please provide details of all Bartercard or Swap Scheme transactions.

☐ **FIXED ASSETS**

Purchased

Date	Description of Asset	Cost
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Sold

Date	Description of Asset	Trade-In Details (if applicable)	Total Sale Price
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Please provide copies of any new Hire Purchase Agreements for plant and equipment purchases, and Solicitor's Settlement Statements for property sales/purchases.

☐ **BUSINESS EXPENSES**

Please list any business expenses not already accounted for:

Vehicle Expenses	_____	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

Car: make/model/rego	Have you kept a log book?	Is FBT Paid?	Business Mileage	Total Mileage
_____	Yes/No	Yes/No	_____	_____
_____	Yes/No	Yes/No	_____	_____

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 from our reception.

☐ MORTGAGES AND LOANS

If you have raised or repaid any business mortgages and/or loans in this financial year, 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 business transactions – obtain copies from your solicitor if necessary.
- Please provide your solicitor's contact details: _____

☐ ACC AND INSURANCE

- Please advise your ACC number(s): _____
- Have any private insurance premiums been paid from business funds? Yes/No
If yes, please provide details.

☐ COMPANY ADMINISTRATION

Please advise any changes to directors, shareholders or their address(es), & any share transfers under consideration.

☐ ASSOCIATED ENTITIES

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

Client: _____ Prepared By: _____

**SCHEDULE OF MONEY YOU OWE TO SUPPLIERS (ACCOUNTS PAYABLE)
AS AT 31 MARCH 2018**

Please complete below OR attach report from your accounting system

Name of Supplier	Details	Code	Amount
Inland Revenue	March PAYE		
Inland Revenue	March GST		
Telecommunications	March Invoice, Paid April		
Electricity & Gas	March Invoice, Paid April		

TOTAL as per Balance Sheet LY \$ _____

\$ _____