

Business Financial Statements & Tax Checklist 2020

Entity Name:

Home Phone:

Address:

Business/Mobile Phone:

Email:

	Records Required:-	✓
1.	Major changes in business or major transactions e.g. property	
2.	Cashbook, manual or computerised – trial balance and full general ledger – hard copy and/or electronic	
3.	Cash Transactions – business expenses paid privately and/or business receipts banked privately/not banked	
4.	GST Return copies and work papers (including details of business/private apportionment)	
5.	Bank Statements and Cheque Books/Deposit Books for the full year plus one month after balance date	
6.	Accounts Receivable (amounts owing to you at balance date) GST inclusive – attach schedule	
7.	Accounts Payable (amounts owing by you at balance date) GST inclusive – attach schedule	
8.	Stock on Hand/Work in Progress - value at balance date GST exclusive	
9.	Fixed Assets - details of purchases/sales/trade ins/write-offs/insurance	
10.	Loan & Mortgage Statements - copies of all statements for year to balance date	
11.	Hire Purchase or Lease Agreements - copies of finance summary pages (incl. business/private apportionment detail)	
12.	ACC Invoices – check classification	
13.	Insurance Invoices including breakdown of premiums paid	
14.	Interest, Dividends and PIE Payment/Tax Deduction Certificates	
15.	Overseas Equity Investments – include any Portfolio Tax & Summary Reports & Super and Life Policies overseas	
16.	Home Office Expenses e.g. Mortgage Interest, Insurance, Rates. Home Office size _____ square metres	
17.	Motor Vehicle Business Use % - Logbook – new one required for a 3 month period every 3 years	
18.	Solicitor Statements and contracts for business related transactions	
19.	Rental property rents received and expenses	
20.	Personal Drawings taken from sales and not banked	
21.	Goods or Materials taken for own use	
22.	Major repairs – please provide details	
23.	Working for Families – advise any spousal/child changes, child support payments, other support received	
24.	Charitable Donations Receipts – attach if you wish us to complete claim	

Basis of Accounts Preparation

If you do not trade as a Company then, unless otherwise instructed by you, Fluker Denton Limited will only prepare special purpose financial statements that may be used as a base from which income tax returns can be prepared. Such financial statements may not necessarily comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

If you specifically require NZ GAAP accounts, please let us know.

Instructions / Authorisation for Fluker Denton Limited

I/We instruct Fluker Denton Limited to prepare my/our financial statements and/or tax return for the 2020 financial year. I/We undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly, will not result in the expression by you of an opinion on the financial statements or tax return insofar as third parties are concerned.

Authorisation to Obtain Information Subject to the Privacy Act

I/we authorise Fluker Denton Limited to communicate with ACC, the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as you require to complete the above engagement.

Signature Date
(please sign here)

Notes: