

2019 Business Checklist

Entity Name	Trading as
IRD No.	Phone:
	Email:
Address	
Business structure Sole Trader□ Partnership Club/Society□ Charity□	p \square Company \square LTC \square Trust \square
To: Frances Cartwright - Thump Tax Limited	
The preparation of our financial statements is at our not to include an audit nor a detailed review to substitute to include an audit nor a detailed review to substitute to prepare my/or supply all information necessary to carry out such se accuracy and completeness of such information. We for any losses, claims or demands by any 3 rd person which may arise out of advice given by your firm. We wherever judgement has to be used in relation to tax limited to providing us with information to aid us with responsibility for making those decisions is ours and them.	tantiate the accuracy of the information. our Taxation Returns. We undertake to ervices, and will be responsible for the e further understand you will not be liable including any claims made by the IRD We understand there are inherent risks a matters. We accept your function is with tax decisions but the ultimate
You are to represent us as our tax agent. You are the return on behalf of myself or any of my associated e the accuracy of tax returns before the returns been si	entities. I agree I am responsible to check
You are hereby authorised to obtain information from until further notice. This includes obtaining information and communication channels.	
•	
Signature	Date
Records Required	∀ Comments
_	Comments
Bank Statements, Cheque butts, Cash Books, etc	
Bank Statements clearly identifying all transactions any savings account. Or Cash Book reconciled to the bank statements. Or	s, including



Computerised Accounts (e.g. Xero, MYOB etc)		,	
Loan Statements			
Please supply a summary of all loan accounts showing:			
• interest paid for year			
principal paid for year			
balance owing as at 31 March The state of the state			
Employers – Wages/Salaries paid to Employees	ı		
Please supply a wages book or Monthly Deduction Schedule			
showing Monthly Gross Wages, Employer Kiwisaver			
Contribution, Payment to IRD;			
Total:			
FBT Returns			
Copies of FBT returns and work papers.			
GST Returns			
Copies of GST returns and work papers.			
Interest and Dividends Received			
Copies of Certificates			
Accounts Receivable (Debtors)	1		
Money owing to you at balance date. Please provide the details.			
Accounts Payable (Creditors)	I		
Money owing by you at balance date. Please provide the			
details.			
Cash on Hand			
Include cash sales prior to balance date but not banked until		Cash on hand \$	
after balance date.		Petty Cash \$	
Stock on Hand			
Stock should be physically counted at balance date			
The state of the s		Valued at \$	
		GST Excluded	
Assets Purchased / Sold	•		
Details of assets purchased or sold during the year, such as			
motor vehicles, plant and equipment and properties.			
Hire purchase or loan agreement and invoice			
Lease agreements			
Trade-in details			
 Lost, stolen or scrapped items 			
Transactions Not Through the Business			
Please list any sales and expenses paid by cash or through			
private account if applicable.			
	ĺ		



Yes

No

Friendly Small business accountant
Motor Vehicles
A: Companies Only
Please provide details of your current motor vehicles
 Make
 Model
Registration Number
• Type –car, truck 4x4 etc
Company Motor Vehicles
 Is it a work related vehicle
 Have fringe benefits been paid
 Number of days unavailable for private use
Work related vehicle i.e. not designed to carry passengers i.e. vans, utes, trucks, is sign written and has restrictions placed on private use and the private use is checked. Days unavailable as it was under repair, the users were overseas

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Power & Gas
Insurance (Building & Contents) \$ Business Area M2
Mortgage Interest or Rent \$ Total Area M2
Rates
Water
Others (Please specify) \$ Total

B: Sole Trader, Partnership or Trust

Have you updated your log book in the last three years?

If yes, what is the business use percentage from your log book?

Thank you for completing this checklist