

2018/2019 BUSINESS INCOME - CLIENT INFORMATION SHEET

CLIENT NAME _____ **BALANCE DATE** _____

Contact Phone No. _____ **Email Address.** _____

The following information may be required to complete your annual financial statements.
If applicable, please tick the relevant box and provide details or write details in the space provided.
For further explanation of details required please refer to the March 2019 newsletter or folder dividers provided.

Where possible we request .pdf copies of your year end reports and supporting documents be uploaded to our website through your Client Login - please contact us if you need any assistance

1. Records Required

Computerised Records

Printouts of :

Summarised Trial Balance ☐

Detailed General Ledger

Bank Reconciliations

Final bank statement for each account

GST Reports.

A disk or pen drive may be provided for Reckon Accounts, Quickbooks, Infusion, Cashbook Complete, Cash Manager, MYOB

VERSION: _____ **PASSWORD:** _____

OR Manual Cashbooks

A balanced and reconciled cashbook may be supplied. Descriptions of payments and receipts must be clear. ☐

2. GST / FBT RETURNS

Copies of all GST and FBT Returns and calculation workpapers ☐

3. WAGES RECORDS

Summary of Gross Wages and Taxes Paid and holiday pay outstanding at balance date ☐

4. STOCK ON HAND/WORK IN PROGRESS

Value of stock on hand ☐

Value of work in progress

5. ACCOUNTS RECEIVABLE (Debtors)

List amounts owing to you at balance date. Ensure all bad debts are written off prior to year end. ☐

Bad Debts Written off during the year

Value of Retentions

6. ACCOUNTS PAYABLE (Sundry Creditors)

List amounts owing by you at balance date indicating name of creditor, amount and expense analysis. ☐

7. CASH ON HAND

Include cash floats and cash sales prior to balance date but not banked until after balance date.

unbanked takings \$ _____ petty cash float \$ _____ till float \$ _____

8. INVOICES

Please ensure you provide copies of invoices for

ACC

Asset purchases (include settlement statements for property transactions)

Insurance

Legal fees and

Repairs and maintenance (where cost is over \$500). Other invoices will be requested if required.

☐

9. OTHER BUSINESS INCOME & EXPENSES

Please supply details of any income not banked to your business account and any expenses not paid through your business account.

10. BUSINESS MOTOR VEHICLE(S) - (FROM LOG BOOK)

If applicable advise the percentage of motor vehicle costs paid by the business which relate to personal use.

Also advise of any changes in log book percentage currently claimed (log books are valid for 3 years)

11. TAX ALLOWANCE FOR WORK DONE AT HOME

Do you use your own home for business purposes? If so, what proportion of the total area is used for business? (please attach last rate demand):- House Area _____ Office Area _____

Mortgage Interest \$ _____

Insurance \$ _____

Electricity / Gas \$ _____

Rates \$ _____

Total rents paid \$ _____

Any other house expenses \$ _____

12. FIXED ASSETS

List assets purchased or sold during the year and provide relevant **invoices** and **finance details** (eg Loan, hire purchase or lease documents).

Give details of any property purchases/sales and supply **copies of solicitors settlement statements** and **valuations**.

13. TERM LOANS / FINANCING

Please provide all relevant statements relating to any business borrowings owed at balance date or other borrowings repaid during the year. Also details of term, security and relevant interest rates.

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14. INCOME FROM OTHER SOURCES

If you had other earnings please advise.

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15. INTEREST & DIVIDENDS

Provide certificates where possible or full details of source and amount received and tax deducted.

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16. OVERSEAS INVESTMENTS

If you have any overseas investments during the year please provide full details including copies of investment statements, income statements, and other correspondence.

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17. FINANCIAL ARRANGEMENTS

Do you have any Foreign currency bank accounts, deferred settlements, forward contracts for foreign exchange or commodities, business transactions that have an implied interest rate not payable or receivable until the end of the transaction or any other financial instrument not mentioned.

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18. INCOME REPLACEMENT INSURANCE POLICIES

Provide details of premiums, if applicable.



19. PERSONAL TAX REBATE – DONATIONS/CHILDCARE/SCHOOL FEES

If you made any donations, paid for school fees or childcare during the year you may be entitled to a refund. Please provide details if you require this to be completed.

20. FAMILY DETAILS

You may be entitled to receive a Working for Families Tax Credit if you have children under 18 living with you. Please advise if you received any payments from IRD or any other maintenance arrangements with ex partners (payments or receipts).

Full Name	Birth Date	Start/Cease Date	IRD Number

21. TRUST INFORMATION

If you have a Trust please provide all details including gifting, income, expenses, asset purchases or sales, distributions to beneficiaries.

22. OTHER INFORMATION OR MATTERS WE SHOULD BE AWARE OF

Please advise us of any other details that may have changed during the year or may be necessary to prepare your financial statements. (eg formed a Family Trust, purchased a rental property)

23. BANK DETAILS

Please advise full bank account details of where you want any refunds to be deposited.

Account Name

Bank

Branch

Account Number

Suffix

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24. CLIENT SIGNATURE

We have provided all relevant information to Grace Team Accounting Limited to enable them to prepare financial statements and tax returns for the 2018/2019 financial year.

Signature:

