

Annual Accounts Checklist



Client name: _____
Balance date: _____ Phone _____
Date: _____ Fax _____
Email: _____

To: The Business Results Group Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31/03/2011. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature _____ Date _____

Convenient time to call you is: _____

Alternative phone numbers are: _____

When do you want your accounts completed by? _____

Would you like us to supply a copy to your bank? Yes No (tick one)

If your accounts are to be supplied to your bank, please advise the name of your current bank manager: _____

Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:

Annual Records Checklist - Records Required

Bank statements, cheque butts, cash books, etc		
Final Bank Statements		
Bank statement as at Balance Date for all business bank accounts.		<input type="checkbox"/>
Loan Statements		
Bank term loan summary for all business loan accounts.		<input type="checkbox"/>
Employers - Wages paid to Employees		
Send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD.		<input type="checkbox"/>
or		
Send a copy of your Employer Monthly Deduction Schedule (IR 348).		<input type="checkbox"/>
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		<input type="checkbox"/>
Goods and Services Tax (GST) Returns		
Supply copies of goods & services tax (GST) returns and work papers.		<input type="checkbox"/>
Please supply a copy of your GST Rate Change Adjustment calculation for 30 September 2010 (if applicable), along with your Accounts Payable and Accounts Receivable worksheets or listings as at that date.		<input type="checkbox"/>
Interest and Dividend Certificates		
Interest and dividend certificates for the year for all Bank interest and dividend receipts.		<input type="checkbox"/>
Accounts Receivable (Debtors)		
All accounts or amounts owing to you at balance date should be scheduled – see attached Schedule 1		<input type="checkbox"/>
total at balance date: \$ _____ <input type="checkbox"/> GST Included <input type="checkbox"/> Excluded		
Accounts Payable (Creditors)		
All accounts or amounts owing to you at balance date should be scheduled – see attached Schedule 2		<input type="checkbox"/>
total at balance date: \$ _____ <input type="checkbox"/> GST Included <input type="checkbox"/> Excluded		
Unpresented Cheques		
All unpresented cheques at balance date should be scheduled - see attached Schedule 3		<input type="checkbox"/>
Cash on Hand		
Cash on hand \$ _____ Date banked _____		<input type="checkbox"/>
Petty cash \$ _____		
Till floats/cash floats \$ _____		

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage business _____

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage business _____

Indicate which vehicles you are currently paying Fringe Benefit tax for:

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:

Area used for business: _____ (m2)

Total area of house and workshop: _____ (m2)

Power	\$
Insurance - building and contents	\$
Interest - house mortgage	\$
Rates	\$
Repairs and maintenance	\$
Other	\$
Total	\$
Cost of house and section	\$
Cost of section	\$

Construction materials: (timber, brick, etc)
