

**Financial Statements Checklist for the Year Ended 31 March 2011**

**Please complete and sign for each business entity**

**Client:** \_\_\_\_\_

*The following information may be required to complete your annual financial statements. If applicable, please tick the appropriate space and provide details or write details in the space provided.*

**A. Records Required:**

- a) All cheque butts for the year, showing the nature of each payment on the cheque butt. Suppliers statements and invoices should be available if required. \_\_\_\_\_
- b) Bank statements for the year for all bank accounts. \_\_\_\_\_
- c) Bank deposit books for the year. Items other than normal business sales (for example, private funds paid in, proceeds from the sale of an asset, rebates from suppliers, income apart from business income, rents, interest or dividends) should be clearly marked, or if they are not paid into a business trading bank account, record on separate schedules. \_\_\_\_\_
- d) Include those items in (a) and (b) that you are currently using but have transactions relating to the financial year under review. \_\_\_\_\_
- e) If applicable, a cash book (or backup of your computer accounting file) detailing all expenditure and income fully reconciled to the bank statements provided in (b) above. \_\_\_\_\_  
*Note: The GST portion of all receipts and payments should be clearly identified.*
- f) Copies of all GST returns completed in the financial year including calculation workpapers. \_\_\_\_\_
- g) Copies of all fringe benefit tax returns completed \_\_\_\_\_
- h) Copy invoices for every payment made to a lawyer. \_\_\_\_\_
- i) If applicable, wage and paye records. \_\_\_\_\_

**B. Information Required:**

- a) Cash on Hand: \$.....  
Cash on hand should include cash floats and cash sales prior to balance date but not banked until after balance date.
- b) Accounts Owing to You – Accounts Receivable (or Debtors) \$.....  
All accounts owing to you should be scheduled and any bad or doubtful debts included on this schedule should be clearly marked. This amount should be GST inclusive.
- c) Work in Progress: \$.....  
Work in progress should include material cost, labour cost and overhead content. This amount should be GST exclusive.
- d) Stock on Hand: \$.....  
Stock should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at the lower of cost or net realizable value. This amount should be GST exclusive.
- e) Fixed Assets: \$.....  
Please provide details of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant and equipment, and properties. Where appropriate, include details of trade-ins. (Include Hire Purchase and Lease documents)
- f) Accounts Owing by You – Accounts Payable (or Creditors) \$.....  
All accounts owing by you should be scheduled and analysed to the various expenditure. This amount should be GST inclusive.
- g) Loan Documentation / Leases / Hire Purchase Contracts: \$.....  
Provide proof of outstanding loan balances at 31 March and loan contracts, interest and principal summaries for the year.
- h) General Information:
1. Were all takings banked in your business trading account? Yes/No
2. If not, enter the amounts not banked, but applied: \$.....
- a) for personal expenditure \$.....
- b) for business expenditure \$.....
- c) lodged into other bank accounts \$.....
3. The value of goods taken for private use at their cost price. \$.....

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|-----|---|---------|
| 4.  | The cost of personal goods and services included in your monthly business payments (if not detailed on cheque butts).   | \$..... |
| 5.  | The percentage of motor vehicle costs paid by the business which relate to personal use and supported by a completed log book if you are not a company.   | \$..... |
| 6.  | Please submit solicitor's statements relating to any legal transactions during the year.  | —       |
| 7.  | Has the nature of your business changed in any way during the past 12 Months? If yes, please provide brief details.   | Yes/No  |
| 8.  | Are any of your business activities conducted from home?<br>If so, provide:   | Yes/No  |
|     | a) Private house expenses such as rates, insurance, mortgage interest electricity and gas, water rates, or rent paid if renting.  | \$..... |
|     | b) Total area of house  | .....   |
|     | c) Area of house used for business  | .....   |
| 9.  | Details of any out of pocket expenses not reimbursed by the business.   | \$..... |
| 10. | Does the company have any of the following at balance date, and if so Please provide details:<br>- Contingent liabilities at balance date. Eg any litigation or any claim pending.<br>- Any securities granted for loans.<br>- Any known capital commitments at balance date.<br>- Any non-cancellable operating lease commitments.<br>- Any related party transactions.<br>- Any known relevant events subsequent to balance date eg. Dividends Declared after balance date. | Yes/No  |
| 11. | Are there any deductions from your income before you receive it, such as Withholding tax?   | Yes/No  |
| 12. | Are there any rebates held by suppliers? If so provide details.   | Yes/No  |
| 13. | Have you received any deposits for goods or services which you have not yet supplied?   | Yes/No  |
| 14. | What motor vehicles are used for private purposes if any?   | .....   |

15. Have there been any changes in shareholding during the last 12 months? Yes/No
16. Does 80% or more of your company income arise from one customer or related customers? See “Attribution Rules” in notes for assistance. Yes/No
17. Does any employee earn more than \$100,000 including other benefits like the value of a car available for private use? If YES details please. Yes/No
18. Is there any other information not detailed above that you consider would be of benefit in preparation of the accounts? Yes/No  
If YES, please detail below:

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**Signed:** ..... **Date:** .....