ANNUAL RECORDS CHECKLIST

2011 Financial Year

The checklist is in several parts as detailed below. Please complete all of the required sections. The other sections only need to be completed if they apply to your business.

Section	***Status***
Update Personal Details	Required (Page 2)
Records Required – Business Information	Required (Pages 3-6)
Records Required - Investor and Other Information	Required (Page 7)
General Information	If Applicable (Page 8)
Supporting Schedules	
Accounts Receivable / Debtors (Form A)	If Applicable (Page 9)
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Sale or Purchase of Assets (Form C)	If Applicable (Page 11)
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Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

The attached Schedules of information and **enclosed** Accounting Records represent all our business transactions for the 2010/2011 financial year. I/We authorise *Young Read Woudberg Limited* to compile Financial Statements from the records and data supplied. Unless otherwise agreed, we agree to *Young Read Woudberg Limited's* standard memorandum of engagement terms, which are available at www.yrw.co.nz.

The Financial Statements are to be compiled as Special Purpose Financial Statements tailored to meet my/our specific information needs. General purpose Financial Statements will be compiled where I am/we are unable to elect, or contract for, the preparation of special purpose reports.

I/We do not require *Young Read Woudberg Limited* to complete an audit or review.

I/We accept responsibility for the accuracy and completeness of all records and information supplied to *Young Read Woudberg Limited.*

Young Read Woudberg Limited are hereby authorised to communicate with my Bankers, Solicitors, Finance Companies, Inland Revenue Department, Accident Compensation Corporation and other persons or organisations to obtain such further information as they may require in order to carry out the above assignments in respect of all our business and taxpayer entities.

Entity Name ______________________________

Person to Contact with Queries ______________________________

Phone Number ______________________________

CLIENT SIGNATURE *______________________________*

Date ______________________________

Update of Personal Details

Preferred Postal Address	______________________		
Business Physical Address	______________________		
Home Address	______________________		
Email Address	______________________		
Home Phone	______________	**Fax**	______________
Work Phone	______________	**Mobile**	______________
Name	______________	**Date of Birth**	______________
Name	______________	**Date of Birth**	______________

(Your date of birth is useful as it can help with tax planning / retirement planning issues)

Working for Families

1)	Do you have any Children under 18 years of age and still at school? If yes, please complete the following: ***Name of Child*** / ***Date Left School (if applicable)*** / ***Date of Birth*** / ***IRD Number*** ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______	Yes	No
2)	Have you had any change in family circumstances? If yes, provide full details e.g. • Shared custody arrangements • Your relationship with your spouse or partner (including a civil union or defacto partner) commenced or ended during the year. Provide dates.	Yes	No
3)	**Working for Families Tax Credits** Have you received any regular payments? Attach certificate from Inland Revenue Department	Yes $__________	No
4)	**Child Support** Have you received / paid any Child Support during the year?	Yes $__________	No
5)	**Hours of Work** If you are in a single parent family do you work more than 20 hours per week? If you are in a two parent family are your combined hours of work more than 30 hours per week? If you and/or your spouse or partner started or stopped working the required hours during the year please attach details of the dates involved.	 Yes Yes	 No No

Records Required

Business Information

Please provide the following information (where applicable)

A	**Computerised Accounts (only complete where system file given)** • Complete End of Year processes (please contact your Accounting Manager should you require instructions) System Files: • CD / USB Flash Drive enclosed • Emailed to taniah@yrw.co.nz System Details: • Package: ______________________ • Version: ______________________ • Username: ______________________ • Password: ______________________	Yes Yes Yes	No No No
B	**Computerised Accounts (complete where system file not given)** • General Ledger printout for the financial year (detailed transaction list in account sequence) • Trial Balance printout for the financial year	Yes Yes	No No
C	**Non Computerised Accounts** Manual Cash Book / Bank Statements / Cheque Butts / Deposit Slips	Yes	No

1)	**Accounts Receivable** Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A	Yes	No
2)	**Accounts Payable** Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Form B	Yes	No
3)	**Bank Reconciliation** Bank Reconciliation and a copy of the bank statements covering balance date	Yes	No
4)	**Stock On Hand** (Businesses) Please provide the value of your stock on hand at your balance date (GST exclusive). If your stock is below $5,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts.	$__________	
	Stock On Hand (Businesses) How is your stock on hand valued? Select lower of: Cost / Selling Price / Replacement Value	Cost Selling Replacement	
	Stock On Hand (Businesses) Have you written off a substantial amount of stock that will affect your gross profit? You must have physically dumped any stock that you have not valued. If yes, please provide details of this, including value.	Yes No $__________	

5)	**GST Returns** A copy of GST Returns (including GST reconciliation, if done, and work papers) including workpaper for change in GST rate adjustment 30 September 2010	Yes	No
6)	**FBT Returns** A copy of FBT Returns and work papers	Yes	No
7)	**Loans / Hire Purchases** Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at balance date, statements, summaries and / or documentation of the new agreements or any change in borrowings.	Yes	No
8)	**Assets** Details of assets purchased or sold (FORM C)	Yes	No
9)	**Lease Commitments** (Premises/Other) Please provide details including the value of Annual Lease Payments and the Lease Expiry Date.	$________ ___/___/__	
10)	**Copies of invoices for**: • Legal expenses • Overseas business travel (diary record of business and private days) • Repairs & Maintenance – items costing > $500 • Entertainment • Insurance • ACC	Yes Yes Yes Yes Yes Yes	No No No No No No
11)	**Other Source Records**: • Invoices / Statements • Invoice Books • Petty Cash Books	Yes Yes Yes	No No No
12)	**Property Transactions**: Copies of : • Sale & Purchase Agreements • Legal Statements	Yes Yes	No No
13)	**Wage Records** Wage Records (Annual Summary/Computer systems)	Yes	No

14)	**Income** Did the business receive 80% or more of its income from <u>services</u> personally performed by one shareholder (or relatives) to a single customer or group of related customers?	Yes No
15)	**Bad Debts** Were any bad debts written off in the financial year? If so what was the total value (excluding GST)?	Yes No $________
16)	**Work In Progress** Do you have any work in progress at balance date? If yes, please state the dollar value. (Work in progress (cost price excluding GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then these should be included in your creditors listing.)	Yes No $__________
17)	**Cash On Hand** Please provide the GST inclusive figure of unbanked takings, petty cash and till float that has not been included in your bank reconciliation at balance date.	$__________
18)	**Holiday Pay** Did you pay any holiday pay within the first 63 days after your balance date?	Yes No $________
19)	**Business Deposits** Has all business income been deposited into the business bank account? If not, please provide the date, amount including GST and details of the items not deposited.	Yes No $________
20)	**Non Business Deposits** Were there any deposits made into your business bank account that were not business income? If yes, please provide the date, amount including GST and details of the items.	Yes No $________
21)	**Business Expenses Paid Privately** Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount including GST and details of the items.	Yes No
22)	**Personal Expenses Paid from Business** Were any of your personal expenses paid for from the business bank account or credit card, for example, private toll calls or private insurance? If yes, please provide the date, amount including GST and details of the items.	Yes No $________

23)	**Bartercard or Swap Schemes used Personally** Were any of your Bartercard or Swap Scheme transactions used for personal use? If yes, please provide details of these.	Yes	No
24)	**Goods for your Own Use** Did you use any business goods or products for your own use, for example, work products or staff used at home? If yes, please supply details.	Yes $________	No
25)	**Office at Home / Workshop** Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books? If yes, please provide the following: **Area of house** ________sqft/m **Area of Basement/Garage** _______sqft/m **Area used for Business**: Office ________sqft/m Workshop ________sqft/m Garage/Storage ________sqft/m **<u>Household Expenses</u>**: Interest paid on mortgages $______________ Rent paid (if house rented) $______________ Rates (including water rates) $______________ Power (Electricity and Gas) $______________ Repairs to office / workshop $______________ Insurance (House & Contents) $______________ Any other house expenses - specify ___________________ $______________	Yes	No
26)	**Motor Vehicles** (Privately owned but used partially for business) Have you updated your log book in the last three years? If yes, please provide the vehicle model, percentage business usage from your log book for each vehicle you use.	Yes	No
27)	**Contingent Liabilities** Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute? If yes, please provide details of these.	Yes	No
28)	**Capital Commitments** Did you enter into any agreements or contracts prior to balance date that commit your business to significant capital expenditure? If yes, please provide details of these.	Yes	No

RECORDS REQUIRED

Investor and Other Information

1)	**Income** Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
2)	**Rebate Information** • ***Donations / Childcare / Housekeeper*** Please attach receipts	Yes	No
3)	**Other Income** Did you receive any other income, for example from estates or trusts, annuity or pensions ? If yes, attach a copy of supporting documentation ***Person Receiving Income*** | ***Source / Type of Income*** | ***Gross*** | ***Tax Paid*** __________ | __________ | $______ | $______ __________ | __________ | $______ | $______ __________ | __________ | $______ | $______	Yes	No
4)	**Portfolio Summary Reports** Do you use an investment manager or advisor? If yes, please provide a copy of any portfolio summary reports received in respect of the year.	Yes	No
5)	**New Zealand - Interest / Dividends / Portfolio Investment Entities (PIE) Income** Did you receive any income from these sources? If yes, please provide advice notices	Yes	No
6)	**Overseas - Interest / Dividends / Other Income** Did you receive any income from these sources? If yes, please provide income distribution details We also require the following information for each shareholding: • Name of the Company and the number of shares held • Market Value of these Shares as at 1 April 2011 • Details and documentation of all sales & purchases • Details of share reinvestments Do you have any interest in a foreign life insurance policy or super scheme? If yes, please provide details	Yes Yes	No No
7)	**Rental Income** Did you receive any rental income? (IF YES, COMPLETE FORM D)	Yes	No
8)	**Income Protection Insurance** Do you have Income Protection Insurance? If yes, please attach a copy of the invoice.	Yes	No
9)	**Kiwi Saver** Do you belong to Kiwi Saver? If yes, Name of Provider ____________________	Yes	No

GENERAL INFORMATION

Please complete if applicable

1)	Would you like us to forward a copy of your Financial Statements to your bank? Name of Bank ____________________ Contact Person ____________________	Yes	No
2)	Have you updated your Wills within the last 5 years? Have you given anyone your Powers of Attorney If so, please provide details ____ Would you like us review Estate Planning / Asset Protection issues ?	Yes Yes Yes	No No No
3)	Would you like to be contacted about your GST Returns and Management Accounts being prepared by us?	Yes	No
4)	Would you like someone to contact you about computer cashbook / accounting or payroll packages you can use yourself?	Yes	No
5)	Do you have a Budget / Cashflow Forecast in place for your Business for the coming year? If no, would you like us to assist in this area?	Yes Yes	No No
6)	Are you interested in us helping you to plan the future growth of your business?	Yes	No
7)	Do you have any specific business problems you would like to discuss with us?	Yes	No
8)	Would you like help in documenting a business plan?	Yes	No
9)	Would you like interim reporting for business management purposes?	Yes	No
10)	Would you like a review to be done of your business risk / insurance cover? (including ACC)	Yes	No

NAME: ______________________________

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you are yet to receive payment for. These are not to be included in Work In Progress.

If you have your own Debtors Ledger you do not have to complete this sheet. Instead please attach a copy of your Debtors Ledger.

ACCOUNTS RECEIVABLE (Debtors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
TOTAL ACCOUNTS RECEIVABLE			**$**	**$**	**$**

NAME:______________________________

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg you purchase $100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, eg purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

ACCOUNTS PAYABLE (Creditors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE				
Inland Revenue Department	FBT				
Inland Revenue Department	RWT				
TOTAL ACCOUNTS PAYABLE			**$**	**$**	**$**

NAME: ____________________________

Please look at the final page of your previous year's set of financial statements and note any assets below that you are no longer using in the business.

ASSETS NO LONGER USED

Asset Code	Item Name

Please supply any documentation that was required for the sale or purchase of an asset, eg hire purchase agreements, invoices.

ASSETS PURCHASED/SOLD

Date	Asset	Sale/Cost Price GST Exclusive	New or Used	Purchase/ Sale	How Financed

Rental Property Check List

Owner Name / Entity:		
Address of Property:		
Period Property rented or available to rent (ie no. x weeks)	No. x weeks ________	
Total Rent Received	$________	
Expenses paid for rental property (please attach all invoices); • Interest • Rates • Insurance • Repairs & Maintenance • Other Expenses • Collection cost or number of kilometres driven to collect rents and service property • Commission / fees for property management • Home office use (discuss any claim) • Telephone (discuss any claim) • Other expenses – please provide details, e.g. advertising etc.	$________ $________ $________ $________ $________ $________ $________ $________ $________ $________ $________	
Property Purchased or Sold during year: If yes, enclose: • Sale & Purchase Agreement • Solicitor's Legal Statements	 Yes Yes	 No No
Property Details: Is this the first year you have owned or rented this property? If yes, please attach: • Valuation (QV / market) Chattels Purchased: • Please attach details of Chattels purchased (nature, cost, acquisition date))	Yes	No
GST Registration • Are you registered for GST for this property? • If yes, please attach GST Returns and Workpapers including workpaper for change in GST rate adjustment 30 September 2010	Yes	No