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 - 4)
General Information	Required (Page 4)
Records Required – Investor & Other Information	Required (Page 5)
Supporting Schedules	
Accounts Receivable / Accounts Payable (Form A)	If Applicable (Page 6)
Sale or Purchase of Assets (Form B)	If Applicable (Page 7)
Rental Property Checklist (Form C)	If Applicable (Page 8)

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)

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 A)	Yes $________	No
3)	**Bank Statements** A copy of the bank statements covering balance date	Yes	No
4)	**GST Returns** A copy of GST Returns	Yes	No
5)	**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
6)	**Sale / Purchase of Assets** Did you sell, purchase or stop using any assets in your business in the past year? (IF YES, COMPLETE FORM B)	Yes	No
7)	**Copies of invoices for:** • Legal expenses • Repairs & Maintenance – items costing > $500 • Insurance	 Yes Yes Yes	 No No No
8)	**Other Source Records:** • Invoices / Statements	Yes	No

9)	**Property Transactions:** Copies of : • Sale & Purchase Agreements • Legal Statements	 Yes Yes	 No No
10)	**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

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 being prepared by us?	Yes	No

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 C)	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

ACCOUNTS RECEIVABLE (Debtors)

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.

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

ACCOUNTS PAYABLE (Creditors)

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.

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

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
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

<table>
<tr><td colspan="3">Owner Name / Entity:</td></tr>
<tr><td colspan="3">Address of Property:</td></tr>
<tr><td>Period Property rented or available to rent (ie no. x weeks)</td><td colspan="2">No. x weeks
________</td></tr>
<tr><td>Total Rent Received</td><td colspan="2">$________</td></tr>
<tr><td>Expenses paid for rental property (please attach all invoices);
• Interest
• Rates
• Insurance
• Repairs & Maintenance
• Other Expenses
• Collection cost or number of kilometres driven to collect rents and service property
• Commission / fees for property management
• Home office use (discuss any claim)
• Telephone (discuss any claim)
• Other expenses – please provide details, e.g. advertising etc.</td><td colspan="2">$________
$________
$________
$________
$________
$________
$________
$________
$________
$________
$________</td></tr>
<tr><td>Property Purchased or Sold during year:
If yes, enclose:
• Sale & Purchase Agreement
• Solicitor’s Legal Statements</td><td>

Yes
Yes</td><td>

No
No</td></tr>
<tr><td>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))</td><td>
Yes</td><td>
No</td></tr>
<tr><td>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</td><td>Yes</td><td>No</td></tr>
</table>