

ANNUAL RECORDS CHECKLIST

2013 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)
Working for Families and Student Loan & Student Allowances	Required (Page 3)
Records Required – Business Information	Required (Pages 4 - 7)
Records Required - Investor and Other Information	Required (Page 8)
General Information	If Applicable (Page 9)
Supporting Schedules	
Accounts Receivable / Debtors (Form A)	If Applicable (Page 10)
Accounts Payable / Creditors (Form B)	If Applicable (Page 11)
Sale or Purchase of Assets (Form C)	If Applicable (Page 12)
Rental Property Checklist (Form D)	If Applicable (Page 13)
Livestock / Bloodstock on Hand (Form E)	If Applicable (Pages 14 -16)

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 2012/2013 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)

Important Changes – Working for Families

Inland Revenue has changed the definition of income for Working for Families and Student Allowance entitlements. There are now nine extra income types which need to be included in your Working For Families / Student Allowance 'income figure' before an entitlement amount can be worked out. These are:

- Attributable trustee income – including income of a company controlled by the trust – if you are a settlor of a trust.
- Attributable fringe benefits – when 50% voting is held by shareholder employees or their associates.
- PIE income – excluding superannuation funds or a retirement savings scheme (incl Kiwisaver)
- Passive income of children – includes interest, dividends and rent. Amounts over \$500 a year (per child) are included as family income.
- Income of non-resident spouse (worldwide income).
- Tax exempt salary or wages – under specific international agreements in New Zealand (e.g. United Nations).
- Main income equalisation scheme deposits – made by you, your trust or a company controlled by you or your trust.
- Certain pensions and annuities – includes 50% of payments from life insurance policies or a superannuation fund (excluding NZ Super).
- Others payments – received from any person or entity and used for the family's day to day living expenses. This is only included if the total amount exceeds \$5,000 per family.

Note:

Other payments over \$5,000 includes drawings made from a *Company's* current account when no shareholder salary has been declared during the year, or the shareholders current account is overdrawn and no interest has been charged (subject to FBT).

Please review the above and if you think any of these income types apply to you, please contact us to discuss.

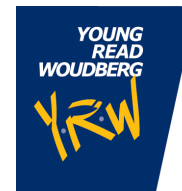
Working for Families

1)	<p>Do you have any Children under 18 years of age and still at school? If yes, please complete the following:</p> <table border="1" data-bbox="225 495 1284 728"> <thead> <tr> <th data-bbox="225 495 555 555"><i>Name of Child</i></th> <th data-bbox="558 495 863 555"><i>Date Left School (if applicable)</i></th> <th data-bbox="866 495 1086 555"><i>Date of Birth</i></th> <th data-bbox="1090 495 1284 555"><i>IRD Number</i></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<i>Name of Child</i>	<i>Date Left School (if applicable)</i>	<i>Date of Birth</i>	<i>IRD Number</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Yes	No
<i>Name of Child</i>	<i>Date Left School (if applicable)</i>	<i>Date of Birth</i>	<i>IRD Number</i>																				
_____	_____	_____	_____																				
_____	_____	_____	_____																				
_____	_____	_____	_____																				
_____	_____	_____	_____																				
2)	<p>Have you had any change in family circumstances? If yes, provide full details e.g.</p> <ul style="list-style-type: none"> • 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)	<p>Working for Families Tax Credits Have you received any regular payments? Attach certificate from Inland Revenue Department</p>	Yes	No \$ _____																				
4)	<p>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.</p>	Yes Yes	No No																				
5)	<p>Child Support Have you received / paid any Child Support during the year?</p>	Yes	No \$ _____																				

Student Loan & Student Allowances

1)	Do you have a student loan?	Yes	No
2)	Do you have any children attending a tertiary institution?	Yes	No

Records Required



Business Information

Please provide the following information (where applicable)

A	<p>Computerised Accounts (only complete where system file given)</p> <ul style="list-style-type: none"> Complete End of Year processes (please contact our office should you require assistance). <p>System Files:</p> <ul style="list-style-type: none"> CD / USB Flash Drive enclosed Emailed to taniah@yrw.co.nz <p>System Details:</p> <ul style="list-style-type: none"> Package: _____ Version: _____ Username: _____ Password: _____ 	Yes	No
		Yes	No
		Yes	No
B	<p>Computerised Accounts (complete where system file not given)</p> <ul style="list-style-type: none"> General Ledger printout for the financial year (detailed transaction list in account sequence) Trial Balance printout for the financial year 	Yes	No
		Yes	No
C	<p>Non Computerised Accounts</p> <p>Manual Cash Book / Bank Statements / Cheque Butts / Deposit Slips</p>	Yes	No

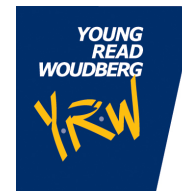
1)	<p>Accounts Receivable</p> <p>Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A</p>	Yes	No
2)	<p>Accounts Payable</p> <p>Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Form B</p>	Yes	No
3)	<p>Bank Reconciliation</p> <p>Bank Reconciliation and a copy of the bank statements covering balance date</p>	Yes	No
4)	<p>Stock On Hand (Businesses)</p> <p>Please provide the value of your stock on hand at your balance date (GST exclusive). If your stock is below \$10,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts.</p>	\$ _____	
	<p>Stock On Hand (Businesses)</p> <p>How is your stock on hand valued? Select lower of: Cost / Selling Price / Replacement Value</p>	Cost Selling Replacement	
	<p>Stock On Hand (Businesses)</p> <p>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.</p>	Yes	No
		\$ _____	

5)	GST Returns A copy of GST Returns (including GST reconciliation, if done, and work papers) including workpaper.	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 including interest rates and security details.	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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Invoices / Statements • Invoice Books • Petty Cash Books 	Yes Yes Yes	No No No
12)	Property Transactions: Copies of : <ul style="list-style-type: none"> • 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 received 80% of 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)	Livestock on Hand Do you have any livestock on hand at your balance date? If yes, please complete Form E (attached)	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No			
17)	Consumable Supplies on Hand (Include supplementary feed, fencing supplies, dips, drenches, animal remedies, bloat oil, petrol, diesel, oil, twine, bale wrap, timber, alkathene piping) If total values of consumable supplies on hand at balance date exceeds \$58,000 it must be included as stock on hand. Greater than \$58,000? If so, what was the total value (excluding GST)?	Yes No \$ _____		
18)	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.	\$ _____		
19)	Holiday Pay Did you pay any holiday pay within the first 63 days after your balance date?	Yes No \$ _____		
20)	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 \$ _____		
21)	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 \$ _____		
22)	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.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No			
23)	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 \$ _____		

24)	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
25)	Goods for your Own Use Did you use any business goods or products for your own use, for example milk, meat or produce? If yes, please supply details.	Yes	No \$ _____
26)	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
27)	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
28)	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
29)	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)	<p>Income Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.</p>	Yes	No																
2)	<p>Rebate Information <ul style="list-style-type: none"> • Donations / Childcare / Housekeeper Please attach receipts </p>	Yes	No																
3)	<p>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</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><i>Person Receiving Income</i></th> <th style="text-align: left; border-bottom: 1px solid black;"><i>Source / Type of Income</i></th> <th style="text-align: right; border-bottom: 1px solid black;"><i>Gross</i></th> <th style="text-align: right; border-bottom: 1px solid black;"><i>Tax Paid</i></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> <td style="text-align: right; border-bottom: 1px solid black;">\$ _____</td> </tr> </tbody> </table>	<i>Person Receiving Income</i>	<i>Source / Type of Income</i>	<i>Gross</i>	<i>Tax Paid</i>	_____	_____	\$ _____	\$ _____	_____	_____	\$ _____	\$ _____	_____	_____	\$ _____	\$ _____	Yes	No
<i>Person Receiving Income</i>	<i>Source / Type of Income</i>	<i>Gross</i>	<i>Tax Paid</i>																
_____	_____	\$ _____	\$ _____																
_____	_____	\$ _____	\$ _____																
_____	_____	\$ _____	\$ _____																
4)	<p>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.</p>	Yes	No																
5)	<p>New Zealand - Interest / Dividends / Portfolio Investment Entities (PIE) Income Did you receive any income from these sources? If yes, please provide advice notices</p>	Yes	No																
6)	<p>Overseas - Interest / Dividends / Other Income Did you receive any income from these sources? If yes, please provide income distribution details</p> <p>We also require the following information for each shareholding:</p> <ul style="list-style-type: none"> • Name of the Company and the number of shares held • Market Value of these Shares as at 1 April 2013 • Details and documentation of all sales & purchases • Details of share reinvestments <p>Do you have any interest in a foreign company, unit trust, life insurance policy or super scheme? If yes, please provide details</p>	Yes	No																
7)	<p>Rental Income Did you receive any rental income? (IF YES, COMPLETE FORM D)</p>	Yes	No																
8)	<p>Income Protection Insurance Do you have Income Protection Insurance? If yes, please attach a copy of the invoice.</p>	Yes	No																
9)	<p>Kiwi Saver Do you belong to Kiwi Saver? If yes, Name of Provider _____</p>	Yes	No																

General Information

Please complete if applicable

Business Planning

1)	Would you like us to forward a copy of your Financial Statements to your bank? Name of Bank _____ Contact Person _____	Yes	No
2)	Would you like to be contacted about your GST Returns and Management Accounts being prepared by us?	Yes	No
3)	Would you like someone to contact you about computer cashbook / accounting or payroll packages you can use yourself?	Yes	No
4)	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
5)	Are you interested in us helping you to plan the future growth of your business?	Yes	No
6)	Do you have any specific business problems you would like to discuss with us?	Yes	No
7)	Would you like help in documenting a business plan?	Yes	No
8)	Would you like interim reporting for business management purposes?	Yes	No
9)	Would you like a review to be done of your business risk / insurance cover? (including ACC)	Yes	No

Estate Planning & Asset Protection

1)	Have you updated your Wills within the last 5 years? Have you given anyone your Powers of Attorney If so, please provide details _____	Yes Yes	No No
2)	Would you like us review Estate Planning / Asset Protection issues ?	Yes	No
3)	If you have a Trust, have you updated your: <ul style="list-style-type: none"> • Memorandum of Wishes • Trustees 	Yes Yes	No No

Residency

1)	Were you a non-resident at any time during the income tax year? If so, please provide full details.	Yes Yes	No No
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ACCOUNTS RECEIVABLE (Debtors)

ENTITY 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.

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

ACCOUNTS PAYABLE (Creditors)

ENTITY 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.

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			\$	\$	\$

SALE OR PURCHASE OF ASSETS

ENTITY 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

<u>Asset Code</u>	<u>Item Name</u>

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	Yes	No
• Solicitor's Legal Statements	Yes	No
Property Details:		
Is this the first year you have owned or rented this property? If yes, please attach:	Yes	No
• Valuation (QV / market)		
Chattels Purchased:		
• Please attach details of Chattels purchased (nature, cost, acquisition date)		
Property Manager:		
Do you use a Property Manager to manage the rental property?	Yes	No
If so, please provide copies of the Property Management Statements for the financial year		
Occupancy:		
• Was there any period of vacancy of your rental properties during the year?	Yes	No
If yes, please advise the reason why:		

• Were any of the rental properties occupied by either yourself or a relative during the year?	Yes	No
GST Registration		
• Are you registered for GST for this property?	Yes	No

NAME: _____

Livestock on Hand at Balance Date

Part A

Number On Hand

CATTLE:

- Rising 1 yr Heifers
- Rising 2 yr Heifers
- Mixed Aged Cows
- Rising 1 yr Steers
- Rising 2 yr Steers
- Rising 3 yr & Older Steers
- Rising 1 yr Bulls
- Rising 2 yr Bulls
- Rising 3 yr & Older Bulls
- Breeding Bulls

TOTAL

<i>Friesian & Friesian Cross</i>	<i>Jersey & Dairy Cattle</i>	<i>Beef & Beef Crosses</i>

- Calves Born
- Deaths (Other than Calves)

<i>Number</i>	
	<i>Please complete</i>
	<i>Please complete</i>

Number On Hand

GOATS

- Rising 1 yr Does
- Mixed Aged Does
- Rising 1 yr Bucks/Wethers
- Bucks & Wethers over 1 yr
- Breeding Bucks

Total

<i>Mohair Producing</i>	<i>Other Fibre & Meat Producing</i>	<i>Milking (Dairy)</i>

- Kids Born
- Deaths (Other than Kids)

<i>Number</i>	
	<i>Please complete</i>
	<i>Please complete</i>

Livestock on Hand at Balance Date

Part B

SHEEP:

- Ewe Hoggets
- Ram & Wether Hoggets
- Two-Tooth Ewes
- 3yr & 4yr Old Ewes
- 5yr & Older Ewes
- Mixed Aged Wethers
- Breeding Rams

<i>Number On Hand</i>

Total

<i>Number</i>

- Lambs at Docking
- Deaths (Other than Lambs)

Please complete

Please complete

Wool on Hand Value excl GST _____

PIGS:

- Breeding Sows less than 1 yr old
- Breeding Sows over 1 yr old
- Breeding Boars
- Weaners less than 10 weeks old - exc. Sucklings
- Growing Pigs 10 - 17 weeks old - Porkers/Baconers
- Growing Pigs over 17 weeks old - Baconers

<i>Number On Hand</i>

Total

<i>Number</i>

- Piglets Born
- Deaths (Other than Piglets)

Please complete

Please complete

DEER:

- Rising 1 yr Hinds
- Rising 2 yr Hinds
- Mixed Aged Hinds
- Rising 1 yr Stags
- Rising 2 yr & Older Stags
- Breeding Stags

<i>* Specify Breed</i>	<i>Number On Hand</i>

TOTAL

<i>Number</i>

- Fawns Born
- Deaths (Other than Fawns)

Please complete

Please complete

***Breeds** ● Red ● Wapiti/Elk & Related Breeds ● Other

Bloodstock on Hand at Balance Date

Part C

Mares

Name of Mare	Purchase Price if purchased during current year	Age	Mare in Foal ? Y / N	If Yes – Mare in Foal			
				Name of Service Stallion	Cost of Service	When Paid	Due date of Foal
	\$				\$		
	\$				\$		
	\$				\$		
	\$				\$		
	\$				\$		
	\$				\$		

Fillys / Colts

Name of Mare	Name of Mare	Date Foal Born	Filly or Colt ?