

## Schedule 6 – Business Information

Entity Name: \_\_\_\_\_

Please provide the following files and / or hard copy information as requested below

|   |                                  |                               |
|---|----------------------------------|-------------------------------|
| <p><b>A Computerised Accounts (only complete where system file given)</b></p> <ul style="list-style-type: none"> <li>Complete End of Year processes (please contact our office should you require assistance).</li> </ul> <p>System Files:</p> <ul style="list-style-type: none"> <li>CD / USB Flash Drive enclosed</li> <li>Emailed to <a href="mailto:lindie@yrw.co.nz">lindie@yrw.co.nz</a><br/>(click on email address to open a new email, attach your backup file and send to our office, please include your entity name in the message area)</li> </ul> <p>System Details:</p> <ul style="list-style-type: none"> <li>Package: _____</li> <li>Version: _____</li> <li>Username: _____</li> <li>Password: _____</li> </ul> | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>No</p> <p>No</p> <p>No</p> |
| <p><b>B Computerised Accounts (complete where system file <u>not</u> given)</b></p> <ul style="list-style-type: none"> <li>Complete End of Year processes (please contact our office should you require assistance).</li> <li>General Ledger printout for the financial year (detailed transaction list in account sequence)</li> <li>Trial Balance printout for the financial year</li> </ul>  | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>No</p> <p>No</p> <p>No</p> |
| <p><b>C Non Computerised Accounts</b><br/>Manual Cash Book / Bank Statements / Cheque Butts / Deposit Slips</p>   | <p>Yes</p>                       | <p>No</p>                     |

Please provide the following information (where applicable)

|   |   |   |
|---|---|---|
| <p>1) <b>Bank Statements</b><br/>Please provide copies of the bank statements covering balance date, and a bank reconciliation where one has been completed</p>   | <p>Yes</p>  | <p>No</p>   |
| <p>2) <b>GST Returns</b><br/>Copies of all GST returns filed with the Inland Revenue Department during the year, including all workpapers and supporting documents used in calculating the GST returns.</p>   | <p>Yes</p>  | <p>No</p>   |
| <p>3) <b>Loans / Hire Purchases</b><br/>Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date?<br/>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.</p> | <p>Yes</p>  | <p>No</p>   |
| <p>4) <b>Copies of invoices for:</b></p> <ul style="list-style-type: none"> <li>Legal expenses</li> <li>Overseas business travel (diary record of business and private days)</li> <li>Repairs &amp; Maintenance – items costing greater than \$500</li> <li>Entertainment</li> <li>Insurance</li> <li>ACC</li> </ul>  | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> |

