

Schedule 6 – Business Information

Entity Name: _____

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

<p>A 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 software@yrw.co.nz (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) <p>System Details:</p> <ul style="list-style-type: none"> Package: _____ Version: _____ Username: _____ Password: _____ 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
<p>B Computerised Accounts (complete where system file <u>not</u> given)</p> <ul style="list-style-type: none"> Complete End of Year processes (please contact our office should you require assistance). General Ledger printout for the financial year (detailed transaction list in account sequence) Trial Balance printout for the financial year 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>
<p>C Non Computerised Accounts 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) Bank Statements 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) GST Returns 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) 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.</p>	<p>Yes</p>	<p>No</p>
<p>4) Copies of invoices for:</p> <ul style="list-style-type: none"> Legal expenses Overseas business travel (diary record of business and private days) Repairs & Maintenance – items costing greater than \$500 Entertainment Insurance ACC 	<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>

<p>5) Other Source Records:</p> <ul style="list-style-type: none"> • Invoices / Statements • Invoice Books • Petty Cash Books 	<p>Yes Yes Yes</p>	<p>No No No</p>
<p>6) Property Transactions: Copies of :</p> <ul style="list-style-type: none"> • Sale & Purchase Agreements • Legal Statements 	<p>Yes Yes</p>	<p>No No</p>
<p>7) 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?</p> <p>If yes, please provide the following:</p> <p>Area of house _____sqft/m Area of Basement/Garage _____sqft/m</p> <p>Area used for Business:</p> <p>Office _____sqft/m Workshop _____sqft/m Garage/Storage _____sqft/m</p> <p><u>Household Expenses:</u></p> <p>Interest paid on mortgages \$ _____</p> <p>Rent paid (if house rented) \$ _____</p> <p>Rates (including water rates) \$ _____</p> <p>Power (Electricity and Gas) \$ _____</p> <p>Repairs to office / workshop \$ _____</p> <p>Insurance (House & Contents) \$ _____</p> <p>Any other house expenses (specify) –</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p>	<p>Yes</p>	<p>No</p>