



WBB Chartered Accountants Ltd

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2010 BUSINESS CHECKLIST

ENTITY NAME:

Provided to us last year

Please complete details on this form where possible.

YES NO

BUSINESS INFORMATION

- Has there been any major change in the nature of your business, or significant event during the financial year that we should be aware of? *If yes, please provide details on the back page or additional paper if needed.*
- Have there been any changes in ownership/shareholding during the year?
- Did the business receive 80% or more of its income from services personally performed by one Shareholder (or relatives) to a single customer or group of related customers?
- Please indicate your method of bank account processing- Banklink /MYOB/Moneyworks/Other _____
- MYOB version number and Password (if any). _____
- Did you have any unbanked cash takings at balance date? *If so, please provide details.* \$ _____
- Did you bank all your income into a bank account?: *If not, please provide details.* \$ _____
- Did you have a till float? What was the balance at year end? \$ _____

PLEASE PROVIDE COPIES & DETAILS OF THE FOLLOWING:

- GST returns and workings or GST computer printouts.
- FBT returns and your workings.
- Bank statements relating to any bank loans (existing or new) for the full year, confirming annual interest paid.
- New hire purchase, finance lease, operating lease etc documents.
- Solicitor's statements and agreements for sale or purchase.
- A summary of gross wages/PAYE for the year, together with supporting documents.
- Tax invoices for any legal fees.
- Copy of all donation receipts.
- List of any business expenses paid for by personal cash, cheque, credit card.
- List of expenses against withholding tax income.
- ACC and Insurance Invoices for the year.
- Details of overseas travel expenses.
- Bank Statement(s) at balance date.

FIXED ASSETS

- Have you purchased any assets (costing >\$500)?
Please provide a copy of the tax invoice, and finance details if applicable.
- Have you sold/disposed/traded in any assets during the year? *If so provide details.*
- Have you written off any assets during the year?
Please note these changes on last year's asset schedule and attach.

ACCOUNTS RECEIVABLE (DEBTORS)

- What is the total amount (including GST) owed to you by your customers at the end of the year?
Please provide a list or computerised aged trial balance. \$ _____

ACCOUNTS PAYABLE (CREDITORS)

- What is the total amount (incl GST) owed by you to your suppliers at the end of the year? \$ _____
Please provide a list classified into expense categories, or a computerised aged trial balance.

TERM BORROWINGS

- Have you refinanced, commenced or repaid in full any loans during the year? *Please provide details.*

CONTINGENT LIABILITES

- Please supply details of any matters which may lead to a future liability which remains uncertain at year end.

INVESTMENTS

- Does your business have any investments, savings accounts or term deposits?
Please provide details of any sales or purchases during the year. Attach copies of any dividend/interest certificates. Please note that this includes any overseas investment/ accounts.

STOCK ON HAND/WORK IN PROGRESS

- What is the value of stock on hand at year end (excluding GST)? \$ _____
*Please indicate if your stock is valued at cost, market value or replacement price.
Do not include in your total any stock held on consignment (i.e. a sale or return basis).
You should have done a physical stock count and kept adequate records to substantiate your figures.*
- What is the value of work in progress at year end (excluding GST)? \$ _____
Attach full details of your calculation.
- Has any stock been taken during the year for your personal use? *If yes, please provide details.* \$ _____

MOTOR VEHICLES

- If you are not trading as a company please advise the percentage of vehicle running costs that relate to personal use. *Please provide a copy of your logbook.* _____

HOME OFFICE

- If you have part of your home set aside to use as an office/workshop please provide the following details:
(Including invoices and mortgage interest certificates)
Total expenses for the last financial year for:
- | | |
|---|----------|
| <input type="checkbox"/> <input type="checkbox"/> Rates – general/water | \$ _____ |
| <input type="checkbox"/> <input type="checkbox"/> Insurance – house & contents | \$ _____ |
| <input type="checkbox"/> <input type="checkbox"/> Power/Gas | \$ _____ |
| <input type="checkbox"/> <input type="checkbox"/> Repairs & maintenance | \$ _____ |
| <input type="checkbox"/> <input type="checkbox"/> Mortgage interest (do not include principal repayments) | \$ _____ |
| <input type="checkbox"/> <input type="checkbox"/> Rent paid (if you do not own your own home) | \$ _____ |

If this is the first year or your % use of home has changed, please provide:

Area used for business _____ sq metres
Total area of home _____ sq metres
Calculated business % _____ %

OTHER INFORMATION

If you have any other information, which you feel may be relevant to, or included in your Financial Statements that has not been included in the above questions, please attach full details.

I confirm that I have examined all matters mentioned above and provided you with all relevant details as requested. I accept responsibility for the accuracy and completeness of the information supplied above to be used in the preparation of my Financial Statements. I confirm that the information supplied in this checklist is accurate and complete in all respects.

(Proprietor/Director signature)

(Date)