

March 2010

## **2010 YEAR END**

Welcome to another financial year close off.

To help finish off the year we have detailed below a list of things to do before 31 March, on 31 March, and soon after 31 March.

If you have more than one business, please follow these instructions for each entity.

## **BEFORE 31 MARCH 2010**

### ***Bad Debts***

It is time to review your Debtors Ledger for bad debts. To claim a deduction for bad debts, the defaulting accounts **MUST** be written off your Debtors Ledger prior to the 31st March 2010.

It is not merely enough to actually reduce the amount of the debtors after balance date by the amount of estimated bad debts or unrecoverable amounts owing.

### ***Fixed Assets***

Review the fixed asset register for items that have either been sold or scrapped during the year.

### ***Repairs & Maintenance***

Remember that all assets costing less than \$500 (GST exclusive) may be claimed as an expense in the year of purchase.

### ***Structures & Financing***

It may be time to consider an alternative structure or financing method for your business. Now is the time to consider Companies, LAQC's and Trusts. If you are interested please contact us.

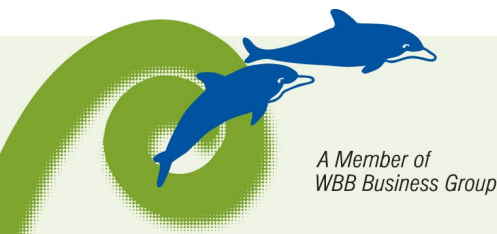
## **ON 31 MARCH 2010**

### ***Trading Stock***

Your stock (including work in progress) must be counted, recorded and valued at 31 March 2010. The trading stock rules require that you value at the **lower** of cost or market selling value (market selling should allow for obsolescence). Remember to exclude GST from your calculations and prepare a written record of your stocktake.

### ***Stock value less than \$5,000.00***

- if your total gross income for the year is \$1.3 million or less, and
- you can reasonably estimate your stock on hand at 31 March 2010 to be less than \$5,000 (excl GST), you can choose not to value your closing stock or to include any change in value.



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### ***Holiday Pay & Wage Reports***

Some wages software packages do not allow for printing reports subsequent to 31<sup>st</sup> March, so ensure you have the reports printed as close to the end of the month as practical.

### **SOON AFTER 31 MARCH 2010**

#### ***Year End Bank Reconciliations***

If you have a computerised cashbook, when you receive your bank statement for 31 March 2010, ensure all transactions are entered for the year and perform a bank reconciliation to this date being 31 March 2010 and print a hard copy for your records.

#### ***PAYE Payments Due 5/20<sup>th</sup> April 2010***

If you are planning to pay out Directors Fees or additional salaries to either your employees or shareholder employees, you will need to pay to the IRD the PAYE content of the payments by the 5<sup>th</sup> or 20<sup>th</sup> April, 2010.

#### ***RWT Payments Due 20<sup>th</sup> April 2010***

If you are planning to pay interest on loan accounts you will need to pay to the IRD the RWT content of the interest by the 20<sup>th</sup> April 2010.

#### ***3<sup>rd</sup> Provisional Tax Instalment Due 7<sup>th</sup> May 2010***

The final instalment of 2010 Provisional tax is not due till after the end of the year. While this may be great for cash-flow, it could have negative implications if you want to pay a dividend this year. If you think this affects you, please discuss any concerns with us.

### **PREPARATION OF YOUR 2010 ANNUAL FINANCIAL STATEMENTS & INCOME TAX RETURNS**

Our 2010 Annual Checklist(s) are available on our website at [www.wbb.co.nz](http://www.wbb.co.nz) under the "Tools and Resources" tab, "Checklists". These need to be completed and signed before we process your 2010 information. The accuracy and completeness of this information you provide has a direct influence on the time required to perform your assignment. When you are ready to deliver your records to us please remember to include the completed and signed checklist(s). If you do not have access to our website and require a copy of the Checklist, please give us a call and we will post out to you.

Kind regards



Lewis Beer  
**Director**

