

Annual Accounts Checklist - Company/Business



Client name: _____
Balance date: _____ Phone: _____
Date: _____ Fax: _____
Email: _____

To: Core Accountants Limited

Terms of Engagement

I/We hereby instruct you Core Accountants Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending March 2025. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by 20th of the month following invoice date.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Name (1): _____ IRD no: _____
Signature: _____ Date: _____
Name (2) _____ IRD no: _____
Signature: _____ Date: _____

Annual Records Checklist - Records Required

Bank statements, cash books, etc ✓		
<ul style="list-style-type: none"> ▪ Receipt books. Make sure any items not for business sales are clearly marked ▪ Suppliers' invoices. ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly ▪ Backup USB as at end of financial year ▪ Copy of bank reconciliation as at balance date for all bank accounts ▪ Please contact us to provide us with your login details for Xero ▪ Statements from dairy company, kiwifruit or horticulture agents, Farmlands, Stock and Station agents ▪ Easy Books backup 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Employers - Wages paid to Employees ✓		
Send a month-by-month summary of gross wages, including termination payments and PAYE deductions as returned to the IRD		<input type="checkbox"/>
OR		
Send a copy of your Employer Monthly Deduction Schedule (IR 348).		<input type="checkbox"/>
Goods and Services Tax (GST) Returns ✓		
Supply copies of goods & services tax (GST) returns and work papers.		<input type="checkbox"/>
Cash on Hand ✓		
Cash on hand	\$ <input type="text"/>	Date banked <input type="text"/>
Petty cash	\$ <input type="text"/>	
Till floats/cash floats	\$ <input type="text"/>	
At year end ✓		
Stock on hand at year end	\$ <input type="text"/>	<input type="checkbox"/>
	Valued at lower of:	
	▪ Cost	
	▪ Net realisable value	
	▪ Market value	
Work in progress at year end	\$ <input type="text"/>	<input type="checkbox"/>
Briefly, how was this calculated?	<input type="text"/>	
Prepayments made	\$ <input type="text"/>	<input type="checkbox"/>
Capital Expenditure ✓		
Attach details of assets purchased or sold during the year		
<ul style="list-style-type: none"> ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A copy of last year's asset and depreciation schedule is attached for review.		<input type="checkbox"/>
Transactions Not Through the Business ✓		
Were all sales banked into your business trading bank account?		<input type="checkbox"/>
If No, list amounts not banked and when they were lodged:		
	personal	\$ <input type="text"/>
	business	\$ <input type="text"/>
	other	\$ <input type="text"/>

Legal and Loan Documents ✓		<input type="checkbox"/>
Please attach		
<ul style="list-style-type: none"> ▪ Solicitor's statements and sale and purchase agreements relating to any legal transactions during the year ▪ Statements and agreements relating to any mortgages, hire purchase, leases or loans ▪ A copy of your latest rateable valuation for any properties you own 		
Business Expenses ✓		<input type="checkbox"/>
Please ensure the records you provide us with include all paid accounts for:		
<ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 		
Donations ✓		<input type="checkbox"/>
Please provide receipts for any donations made during the year.		
Private Use ✓		<input type="checkbox"/>
Value of goods taken for private use at their cost price.		<input type="text" value="\$"/>
Expenses paid in Cash or from Personal Funds ✓		<input type="checkbox"/>
Provide a list if applicable.		
Lease Details ✓		<input type="checkbox"/>
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).		
Residential Property Sales ✓		<input type="checkbox"/>
Has this entity sold any residential property during the year (not otherwise detailed on the information provided)?		
If so, when was the property purchased?		<input type="text"/>
If it was purchased within 2 years of the sale date:		
What was the original purchase price?		<input type="text"/>
What was the sale price?		<input type="text"/>
Has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use		<input type="checkbox"/>
<input type="text"/>		
<input type="text"/>		
Please also provide a copy of the sale and purchase agreement for the sale.		<input type="checkbox"/>
Mortgage Interest Paid on Residential Properties ✓		<input type="checkbox"/>
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.		
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020		

Motor Vehicles



Please confirm that details of your motor vehicles and private usage are as per the previous financial year

Yes No



If No, please provide the following details:

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:



Vehicle Description:

Odometer reading as at balance date

Business

Total

Percentage business

km

km

Vehicle Description:

Odometer reading as at balance date

Business

Total

Percentage business

km

km

Indicate which vehicles you are currently paying Fringe Benefit tax for:

Home Office Expenses



If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:



Area used for business:

Total area of house and workshop:

(m2)

(m2)

Actual Cost Method

Rent

Power

Phone

Rent

Internet

Insurance - building and contents

Interest - house mortgage

Rates (including regional council rates)

Repairs and maintenance

Other

Total

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

OR IRD Square Metre Rate Method (see below note)*

Interest (house mortgage)

Rates (incl regional council rates)

Rent

*Would you like to use the IRD rate? Currently it is \$47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.

Other Taxable or Non-Taxable Income



Did you receive non-taxable income from any other sources, either taxable or non-taxable?

If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).


