

Annual Accounts Checklist - Partnerships



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

To: Core Accountants Limited

Terms of Engagement

We hereby instruct you Core Accountants Limited and staff/contractors as applicable to prepare our Financial Statements and Taxation Returns for the year/period ending 2025. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. We understand that you will rely upon the information provided by us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to our attention.

We understand that the Financial Statements and Taxation Returns are prepared for our own use and to determine our taxation liabilities. If this should change in any material respect, We will inform you immediately. You will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

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

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. The charging of such interest will be at your discretion. We accept that any collection costs you incur will be fully recoverable from us.

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. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on our ACC levy account.

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

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

Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:

Annual Records Checklist - Records Required

Bank statements, cash books, etc			✓
<ul style="list-style-type: none"> ▪ Bank statements for account no. ▪ Bank statements for any other accounts opened during the year ▪ Receipt books. Make sure any items not for business sales are clearly marked ▪ Suppliers' invoices filed in cheque number order 			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Goods and Services Tax (GST) Returns			✓
Supply copies of goods & services tax (GST) returns and work papers.			<input type="checkbox"/>
Investment Income			✓
Interest and/or dividend certificates for year for ASB			<input type="checkbox"/>
Provide details of any shares purchased, sold or held at year end.			<input type="checkbox"/>
Accounts Receivable (Debtors)			✓
All accounts or amounts owing to you at balance date should be scheduled – see attached Schedule 1			<input type="checkbox"/>
Total at balance date: \$ <input style="width: 100px;" type="text"/>			
Accounts Payable (Creditors)			✓
All accounts or amounts payable by you at balance date should be scheduled – see attached Schedule 2			<input type="checkbox"/>
Total at balance date: \$ <input style="width: 100px;" type="text"/>			
Cash on Hand			✓
Cash on hand	\$ <input style="width: 100px;" type="text"/>	Date banked	<input style="width: 100px;" type="text"/>
Petty cash	\$ <input style="width: 100px;" type="text"/>		
Till floats/cash floats	\$ <input style="width: 100px;" type="text"/>		
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:			
<input style="width: 95%;" type="text"/>	personal	\$ <input style="width: 100px;" type="text"/>	
<input style="width: 95%;" type="text"/>	business	\$ <input style="width: 100px;" type="text"/>	
<input style="width: 95%;" type="text"/>	other	\$ <input style="width: 100px;" type="text"/>	
Legal and Loan Documents			✓
Please attach			<input type="checkbox"/>
<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		✓
Please ensure the records you provide us with include all paid accounts for:		<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 		
Donations		✓
Please provide receipts for any donations made during the year.		<input type="checkbox"/>
Private Use		✓
Value of goods taken for private use at their cost price.	<input type="text" value="\$"/>	<input type="checkbox"/>
Expenses paid in Cash or from Personal Funds		✓
Provide a list if applicable.		<input type="checkbox"/>
Lease Details		✓
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).		<input type="checkbox"/>
Residential Property Sales		✓
Has this entity sold any residential property during the year (not otherwise detailed on the information provided)?		<input type="checkbox"/>
If so, when was the property purchased? <input type="text"/>		
If it was purchased within 10 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		✓
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.		<input type="checkbox"/>
* 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		

Mixed Use Holiday Home ✓

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes No

Details of property

Was the property empty for 62 days in the income year? Yes No
 If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home - Information Required

The number of days the property was **empty** during the income year

The number of days the asset was used by family or associated persons* during the income year OR where income received was less than 80% of market rate

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details .

Name of tenant:

Relationship to owner (if any):

Amount of rent they paid: \$

Dates rented (From: To)

Expenses incurred in respect of property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	\$
Cost of repairing damages caused by tenants	\$
Number of days spent in the property while repairing damages caused by tenants	
Mortgage interest	\$
Rates	\$
Insurance	\$
Repairs/maintenance for general wear and tear	\$
Other (please give details)	\$

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 km

Total km

Percentage business

Vehicle Description:

Odometer reading as at balance date

Business km

Total km

Percentage business

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

Schedule 2 - Accounts Payable (creditors)

Amounts owing by you at (End of Financial Year)

Client name:

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals

\$
