BUSINESS ALLSORTS
Sweet Ideas | SMART Solutions

Year End Check List

Name & IRD:	
Email Address:	
Change of details: Complete this section if you have a new address or phone number	

Information required

How do you want to supply your information?

Online software ☐ *Saved Data file* ☐ *Spreadsheet* ☐ *Bank statements* ☐ *Other* ☐ ____________

Information required if not in system provided

*We only need the information below if it is not already entered in your system/spreadsheet from your bank account 1 April to 31 March. ** Please complete lists in excel if possible or use the sheets attached if you don't have excel*

	Tick	Amount
Payroll and PAYE records (if you are an employer and if we don't prepare this for you)	☐	
Accounts Receivables / Debtors (money owing to you as at 31 March) ** *Incl. GST (Provide List)*	☐	$
Accounts Payable / Creditors (money owing by you as at 31 March) ** *Incl. GST (Provide List)*	☐	$
Details of any Bad Debts written off on or before 31 March ** Incl. GST *(Provide List)*	☐	$
Details of any assets purchased, sold or scrapped during the year ** *(Provide List)*	☐	
Details of Cash on Hand (incl. till floats and cash sales not banked) as at 31 March *(count)*	☐	$
Fringe benefit tax (FBT) returns and workings if we don't prepare for you	☐	
Goods and Services Tax (GST) Returns and Workings if we don't prepare this for you	☐	

Additional Information required

Value of any Stock on Hand (at cost price) as at 31 March *Excl. GST (physical count if > $10K)*	☐	$
Loan statements for all business loans (showing payments, interest & closing balance)	☐	
Km's log for your motor vehicle (if you are a sole trader or partnership) or use a personal vehicle	☐	
Have you updated your log book over the past 3 years?	☐ Yes	☐ No
Was all cash from customers deposited into your business bank account?	☐ Yes	☐ No
If not, please provide details of the total amount not deposited		$
Details of any business expenses paid with personal funds eg. Not paid from business account	☐	
Hire purchase contracts for all new ones started throughout the year	☐	
Details of petty cash expenditure	☐	
Closing bank balances as at 31 March for all business bank accounts and credit cards	☐	

Home Office Expense Details

Please scan and email hard copies of invoices/statements for full 12 months if you are unsure of claimable amounts.

	Tick	Amount
Total size of house, garage and storage areas in m^2		m^2
Total area used as office in m^2		m^2
Total area used for business storage in m^2		m^2
Power		
Rates - Council		
Rates - Water		
Insurance on building/dwelling		
Gas		
Telephone line rental		
Telephone calls		
Internet		
Interest paid on mortgage		
Rent paid		
Repairs and maintenance on building/dwelling		
Other: *Please Specify*		

Working For Families Tax Credits

Are you, or your partner, currently receiving Working for Families Tax Credits? Yes No

Please let us know if you would like us to assist with calculating your Working for Families Tax Credits.
**An additional fee applies*

To help us assess your entitlement - do you have any children? Yes No

If yes, please list their names and ages:

Name/IRD	*DOB:*	*Name/IRD*	*DOB:*
Name/IRD	*DOB:*	*Name/IRD*	*DOB:*

Other

Did you, the business or any partners/shareholders receive any of the following? Please supply information for each person that we will be completing a tax return for.

Income Source:	***Please provide***	**Tick**
Rental income	*Please complete our separate rental property checklist:* ***Property Check List***	
Interest from banks etc	*RWT statement sent to you by your bank – please scan and email*	
Dividends received	*Dividend statements / advices – please scan and email*	
Any other income	*Full details*	
Income Protection insurance	*Copy of annual payment advice – please scan and email*	

Overseas income

Did you, the business or any partners/shareholders receive any income from overseas (including Pension payments from any country) with or without tax deducted at source?
If yes, please provide full details of income received and tax paid

☐ Yes ☐ No

Donations

Did you make any donations to charitable organisations during the year?
If yes, please list each donation below and scan or attach receipts.

☐ Yes ☐ No

Donation made to	***Date***	***Amount***

Schedules

Only complete the schedules below if you do not have excel and/or the file you have given us access to does not already include this information. Ensure totals on schedules balance to amounts on the front page.

Bad Debts as at 31 March

Date	***Customer and invoice to write off***	***Reason for write off***	***Amount (Incl GST)***

Accounts Receivable / Debtors *(Money owned to you as at 31 March)*

Name of Debtor	*Description*	*Amount Incl. GST*

Accounts Payable / Creditors *(Money owing by you as at 31 March)*

Name of Creditor	*Description*	*Amount Incl. GST*

Assets Purchased

Date	*Asset Purchased*	*Amount paid*	*Paid from (Bank/Finance etc)*

Assets Sold

Date	*Asset Sold*	*Amount received*	*Paid to (Bank/Finance etc)*

Assets Disposed

Date	*Asset Disposed of*	*Reason for disposal*	*Scrap Value (If any $)*

Additional Notes