

**ANNUAL BUSINESS/TRUST INFORMATION CHECKLIST
FOR YEAR ENDED 31 MARCH**

Company/Trust Name:.....
 Primary Contact:
 Telephone Number: Email:.....

Office Use Only
 Date Received:
 Accounts Due By:
 Balance Date:

To assist in the preparation of the annual financial statements, please complete the following:

PRIMARY RECORDS REQUIRED

CASH AND BANK

Please supply either: Yes N/A

a) Fully coded bank statements

or

b) Bank statements (not coded) and fully narrated cheque butts and deposit books

Petty Cash - is an analysis of petty cash transactions enclosed

Please advise amount of cash on hand at balance date, including floats \$

Are any payments made from cash income before it is banked? (if so, please provide details)

Were all takings banked into your business trading bank account? if not please provide full details of how these takings were applied

INVESTMENTS

Please provide copies of dividend/interest advice notices as well as details of investments bought or sold during the year.

.....

.....

MAJOR FIXED ASSETS PURCHASED, SOLD, OR LEASED

Description (please state where second hand or new)

<u>Description</u>	<u>Date</u>	<u>\$</u>
1		
2		
3		
4		

ACCOUNTS RECEIVABLE (amounts owing to you)

List of accounts receivable at year end: (attached)

ACCOUNTS PAYABLE (amounts owing by you)

List of accounts payable at year end: (attached)

STOCK ON HAND/WORK IN PROGRESS

If whole section is not applicable please indicate N/A

List of stock on hand at year end: (attached)

Please supply documents related to the above purchases/sales such as:

- Sale and purchase agreements
- Solicitors settlement statements
- Hire purchase or Lease agreements
- Trade-in details

Please advise any assets "scrapped" from last year's fixed asset schedule:

.....

.....

LOANS/SECURITIES/GUARANTEES

Were any loans entered into during the period? If yes, please supply all details and copies of loan documents.

Were any loans settled during the period?

Confirmation of loan balances at 31 March:
.....
.....
.....

ADDITIONAL INFORMATION

Where the following are not prepared by TFA, please supply a copy:

- GST returns and workings
- Fringe Benefit Tax returns and workings
- Wages/Salary Reconciliations and workings

Total PAYE deducted for the year

Total gross wages/salary paid to employees for the year

OTHER INFORMATION

Home Office Claim (office, storage) N/A
If the whole section is not applicable please indicate

Percentage of office area to total home area %

Please provide details of the following home expenses:

- Insurance
- Rent or mortgage interest
- Power and gas
- Rates
- Repairs to home and office

Motor Vehicle Information

The proportion of motor vehicle business use (per your vehicle log book is:

Business km

Total km

We remind you that a vehicle log book is required to be completed for 3 months every 3 years to substantiate business use of the motor vehicles.

Entertainment Expenses

In order to determine whether an item may be more than 50% deductible please advise the nature, venue, attendees in relation to each item of expenditure

Company Ownership/Control Changes

Have there been any changes made during the period to the following of which we have not already been advised:

	Yes	No
The address of the registered office	<input type="checkbox"/>	<input type="checkbox"/>
The Directors	<input type="checkbox"/>	<input type="checkbox"/>
The Shareholding	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide details:
.....
.....

TRUSTS ONLY

Gifting Documents

Was gifting done during the year? Yes No

If Yes, please provide copies of the documents - your solicitor would have prepared these.