

## Information Required for Financial Accounts and Tax Returns for Year Ended 31st March 2022

### Your contact details

Name: .....

Address: .....

Phone: ..... Mob: .....

Email: .....

### Your accounting records

#### a. If you use Xero accounting software

Please advise us when all 31 March 2022 year end reconciliations have been completed, and the accounting year has been finalised.

Please email in PDF form all closing bank statements and credit card statements as at 31 March 2022.

OR

#### b. If you use another accounting software

Please email us PDF documents of the following system-generated reports:

General ledger Summary Report (1 April - 31 March)

Trial Balance (31 March)

General Ledger Detailed Report (1 April - 31 March)

Profit & Loss Report (Year Ended 31 March)

Balance Sheet Report (31 March)

Bank Reconciliation Report (31 March)

Copy of closing bank statements at (31 March)

Copy of Debtor and Creditor Aged Balance Summary Reports (31 March)

OR

#### c. If you do NOT use accounting software

Please send us electronic bank files. You can do this straight from your internet banking. Transactions can be downloaded for the full year as either an OFX or QIF file, depending on your bank. If you do not know how, please contact us.

Please send a PDF copy of the closing bank statement as at 31 March 2022.

## Further financial information



If you are using these features in Xero, then you do not need to complete questions with this icon.

### 1. Debtors (people who owe you money)

a. What is the total amount owing to you, including GST as at 31st March 2022

.....

b. Please provide a list of the names and amounts agreeing to the above total  
(Do not include bad debts which you have written off)

### 2. Creditors (people you owe money to)

a. What is the total amount you owe to others, including GST as at 31st March 2022

.....

b. Please provide a list of the names and amounts agreeing to the above total  
(including what they are for, e.g. purchases, advertising etc.)

### 3. Stock on Hand

Do you have stock in your business? Yes  No

If yes, what is the value of your stock at 31st March 2022 .....

(Value your stock at cost excluding GST, and exclude any obsolete items)

### 4. Work in Progress (WIP)

Do you have any work in progress stock? Yes  No

If yes, what is the value of any work in progress stock at 31st March 2022 .....

### 5. Goods and Services Tax (GST)

Please provide copies of your GST returns and work papers.

### 6. Interest and Dividends Received

Please provide all certificates of interest and dividends received for the year ending 31st March 2022.

(Note: IRD holds Interest and Dividend information, but please provide the information so we can ensure we have it all.)

### 7. Other Income

Please provide details of any other income such as

- |   |                                |                                      |
|---|--------------------------------|--------------------------------------|
| i. Salary and wages                       | Included <input type="radio"/> | Not applicable <input type="radio"/> |
| ii. Superannuation                        | Included <input type="radio"/> | Not applicable <input type="radio"/> |
| iii. Overseas income                      | Included <input type="radio"/> | Not applicable <input type="radio"/> |
| iv. Wage subsidies or resurgence payments | Included <input type="radio"/> | Not applicable <input type="radio"/> |
| v. Other                                  | Included <input type="radio"/> | Not applicable <input type="radio"/> |

**8. Cash Income and Expenditure**

a. Have there been any cash sales not yet banked? Yes  No

b. If yes, please advise the amount .....

c. Have you paid for business expenses from your own personal accounts or cash that the business has not yet reimbursed? Yes  No

If yes, please provide a list of those expenses.

**9. Petty Cash /Cash Transactions**

Do you run a petty cash system? Yes  No

If yes, please enclose the summary information.

**10. Credit Card information**

Did you pay any business expenses with a credit card? Yes  No

If yes, please provide the twelve monthly card summaries for the year **31st March 2022** in electronic bank form.

**11. Fixed Assets**

a. Have you sold any fixed assets? Yes  No

If yes, please provide a list the asset(s) and the date of sale.

b. Have you purchased any fixed assets? Yes  No

If yes, please provide a list of the asset(s) and the date of purchase and any finance documents.

## 12. Loans and Borrowings

Did you have bank loans or other borrowings? Yes  No

If yes, please provide a list of any loan statements, documents for new bank loans, hire purchase agreements, or Covid small business loans.

## 13. Solicitors Documents

Do you have any business transactions with solicitor documents? Yes  No

If yes, please provide all solicitor documents, e.g. Sale and Purchase agreements.

## 14. Donations

a. Have you made any donations this year? Yes  No

b. If yes, have you claimed the donation rebate yourself already? Yes  No

If no, please attach donation receipts from approved organisations.

## 15. Working for Families Tax Credits

Do you have children under 18 years? Yes  No

If yes, please provide full names and dates of birth.

Please also advise if you have received any weekly Family Tax Credit payments.

## 16. Vehicle Log Books

Do you maintain a vehicle log book? Yes  No

If yes, please provide business to personal use calculations.

## Other Questions

### 1. Rental Properties

a. Do you have a rental property? Yes  No

If yes, please send rental details (e.g. rent, rates, repairs and maintenance expenses, bank statements in OFX form, property manager year end income and expenses summary, etc.)

Please send copies of all loan statements associated with the property(-ies), so we can calculate interest deductions in the year, in line with recent changes in interest deductibility.

b. Have you sold a rental property? Yes  No

If yes, please indicate how long you have owned the property(-ies). This helps us determine if you are at risk of any Brightline Tax issues.

Please also send us copies if the lawyer's settlement statements detailing the sale activity.

## 2. Business Changes

Has the nature of your business changed significantly in the last 12 months? Yes  No

If yes, please explain the changes.

## 3. Shareholding of companies

Has the shareholding in your company changed during the year? Yes  No

If yes, please list the changes.

## 4. Fringe Benefit Tax

Do you pay FBT? Yes  No

If yes please provide the FBT returns and work papers.

## Comments

Please enter in the box below any further comments you have.

## Notes

- Wages – IRD confirms the total gross wages and PAYE deductions made for the year. We will obtain this information from IRD directly.
- Trusts – from 31st January 2021 the reporting and administration of trusts in New Zealand has changed. If you have any questions please contact us to discuss. We will be contacting all clients that have Trusts separately to coordinate all the new information we will require due to the changes in Trust reporting and compliance from IRD.
- AML – From 1 October 2018, accountants in practice will be required to comply with the anti-money laundering and countering of finances of terrorism act 2009. This may require us to obtain additional information and verified identification documents from you, which includes copies of passports, drivers licences and utility bills.
- Important Dates
  - a. FY23 Provisional Tax payments due:
    - Payment 1: 28/8/22
    - Payment 2: 15/1/23
    - Payment 3: 7/5/23
  - b. FY22 Terminal Tax due 7/4/23  
(Note: The above dates are not relevant to 6-monthly GST payers.)

**Please send this completed form and all records requested to [admin@couttsandsyers.co.nz](mailto:admin@couttsandsyers.co.nz).**

Upon receipt we will send you out a quote in Practise Ignition detailing our terms of engagement and the proposed fee structure for your 2022 Financial Accounting job. Once we have received this confirmation and we have all this information, we will be able to start your job.

Where we administer your GST compliance, we will begin to undertake your job from April 2022 automatically.