

**Information required for  
Financial Accounts  
and Tax Returns  
for Year Ended 31 March 2011**



**LEE & HOLDEN**  
Chartered Accountants Limited



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admin@leeholden.co.nz

1	<p><b>Your Details</b></p> <p>a) Name _____</p> <p>b) Address _____</p> <p>c) Phone: _____ Mob: _____</p> <p>email: _____</p>	
2	<p><b>Bank Records</b></p> <p>a) Bank statements for all business accounts. (please check numeric and date sequence).</p> <p>b) All cheque books and deposit books. (please note any unusual items).</p>	Notes or N/A
3	<p><b>Computer Records</b></p> <p>Please print at 31st March</p> <p>a) Trial Balance</p> <p>b) General Ledger (Detailed Trial Balance)</p> <p>c) Profit &amp; Loss and Balance sheet</p> <p>d) Bank Reconciliation report</p>	
4	<p><b>Cash Book</b></p> <p>a) Please provide cash book and bank statements. (If reconciled please provide reconciliation report).</p>	
5	<p><b>Debtors</b> (people who owe you money)</p> <p>a) Total including GST at 31/3/11 \$ _____</p> <p>b) The names and amounts agreeing to the above total (do not include bad debts which you have written off).</p>	
6	<p><b>Creditors</b> (people you owe money to)</p> <p>a) Total including GST at 31/3/11 \$ _____</p> <p>b) The names and amounts agreeing to the above total including what they are for ie: purchases, advertising etc.</p>	

7	<p><b>Stock on hand</b></p> <p>a) Value of stock at 31st March \$ _____          Stock should be valued at cost excluding GST and exclude any obsolete items.</p>	Notes or N/A																																																																					
8	<p><b>Work in Progress (WIP)</b></p> <p>a) Value of WIP at 31st March \$ _____</p>																																																																						
9	<p><b>Goods and Service Tax (GST)</b></p> <p>a) Copies of your GST returns and work papers</p>																																																																						
10	<p><b>Wages</b></p> <p>You are no longer required to file an annual wage reconciliation. However we still need to know this detail for your annual accounts.</p> <p>Please provide the following details:</p>																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Month</th> <th style="width: 25%;">Gross</th> <th style="width: 50%;">PAYE <small>(as paid to IRD on IR345)</small></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">Apr 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">May 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Jun 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Jul 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Aug 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Sep 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Oct 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Nov 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Dec 10</td><td></td><td></td></tr> <tr><td style="text-align: center;">Jan 11</td><td></td><td></td></tr> <tr><td style="text-align: center;">Feb 11</td><td></td><td></td></tr> <tr><td style="text-align: center;">Mar 11</td><td></td><td></td></tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;">* \$</td> <td style="text-align: center;">* \$</td> </tr> <tr> <th style="text-align: left;">Employee's Name</th> <th style="text-align: center;">Gross</th> <th style="text-align: center;">PAYE</th> </tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;">* \$</td> <td style="text-align: center;">* \$</td> </tr> </tbody> </table>	Month	Gross	PAYE <small>(as paid to IRD on IR345)</small>	Apr 10			May 10			Jun 10			Jul 10			Aug 10			Sep 10			Oct 10			Nov 10			Dec 10			Jan 11			Feb 11			Mar 11			<b>Total</b>	* \$	* \$	Employee's Name	Gross	PAYE																						<b>Total</b>	* \$	* \$	
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\* \$ = These totals should agree

		Notes or N/A
11	<p><b>Cash Income and expenditure</b></p> <p>a) Have you paid for expenses from your own personal accounts or cash ex pocket that the business has not reimbursed. If yes please provide a list of those expenses.</p> <p>b) Have there been any cash sales not banked. If yes please advise the amount</p>	
12	<p><b>Petty Cash / Cash Transactions</b></p> <p>a) If you run a petty cash system please enclose the book.</p>	
13	<p><b>Visa / Amex / Diners etc</b></p> <p>a) Did you pay any business expense through a charge card. If yes please provide the twelve monthly card summaries for the year to 31st March 2011.</p>	
14	<p><b>Fixed Assets</b></p> <p>a) Have you sold any fixed assets – please note asset and date.</p> <p>b) Have you purchased any fixed assets – please note asset and date and provide finance documents if applicable.</p>	
15	<p><b>Loans and Borrowing</b></p> <p>a) Please provide details, bank statements and documents of all new bank loans or hire purchase agreements.</p>	
16	<p><b>Solicitors Documents</b></p> <p>a) If applicable provide all solicitor documents for any business transactions that occurred during the year.</p>	
17	<p><b>Interest and Dividends Received</b></p> <p>a) Please provide all certificates of interest and dividends received for the year ended 31st March 2011.</p>	
18	<p><b>Other Income</b></p> <p>Do you have any other income:</p> <p>a) Salary and wages</p> <p>b) Superannuation</p> <p>c) Overseas income (please provide details)</p>	

19	<p><b>Donations</b></p> <p>If you have not claimed your donation rebate yourself please include all donation &amp; childcare receipts.</p>	Notes or N/A
20	<p><b>Working for Families Tax Credits</b></p> <p>a) If you have children under 18yrs please provide full names and dates of birth.</p> <p>b) Please advise if you have received any weekly Family Tax Credit payments.</p>	
21	<p><b>Vehicle Log Books</b></p> <p>a) If you maintain a log book please provide business to personal use calculations.</p>	
22	<p><b>Other Questions</b></p> <p>a) Do you have a rental property? If yes please include rental detail (ie rent, expenses, bank statements etc.)</p> <p>b) Has the nature of your business changed significantly in the last 12 months? If yes what are those changes?</p> <p>c) Companies (ie Ltd.) Shareholding – did the shareholding or directors change during the year</p> <p>d) FBT Do you pay FBT? If yes please provide the FBT returns and work papers.</p>	
23	<p><b>General Notes</b></p>	

PLEASE RETURN THIS FORM WITH YOUR RECORDS.

**IMPORTANT DATES:** Provisional Tax 2012 due 28/8/11 & 15/1/12 & 7/5/12  
Terminal Tax 2011 due 7/4/12