



• **BankLink/ Xero**

Please provide the following:

- Copy of the Bank Statements that shows the balance of the bank accounts at balance date
- Any Resident Withholding Tax certificates and/ or dividend certificates

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• **Mortgage/Loans/HP's**

Transaction history print outs for the following borrowings:

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If you have obtained any new mortgages, loans or bought any assets on hire purchase, please provide us with this documentation also

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• **Land Transactions**

Please provide any Legal statements and Sale & Purchase agreements for any land brought or sold during the year

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• **Cash on Hand**

Cash received before the end of business on balance date but not banked until the start of the next financial year together with all cash floats totalled:

\$
GST Exclusive

• **Trading Stock on Hand**

This has been valued at the lowest of cost price, market selling price or replacement cost, taking into account the real value of old or obsolete stock. The stock sheets used have been retained by me/us to substantiate the physical count and the dollar value at balance date was:

You are not required to value your closing stock if your turnover is less than \$1.3million for the year and you estimate the true value of your stock to be less than \$10,000.

\$
GST Exclusive

• **Cash Transactions**

Cash received but not banked during the year was:

- used for business expenses (e.g. stamps, wages, purchases) (details attached)
- used for personal expenditure
- lodged into other bank accounts (details attached)

GST Inclusive
\$ _____
\$ _____
\$ _____

• **Work in Progress**

The value of unfinished work at balance date inclusive of material cost, labour cost, and overhead content, less any progress payments received and banked before balance date was:

\$
GST Exclusive

• **Goods used Privately**

The cost of goods used for private purposes and not paid for during the year amounted to:

\$
GST Inclusive

• **Business Expenses paid from Personal Funds**

The following business expenses were paid from my/our personal funds

- Purchases
- Postage
- Freight/Courier
- Telephone Rental
- Other (please provide details)

GST Inclusive
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

• **Business Motor Vehicle Expenses**

The proportion of motor vehicle business use (as established by business running recorded in my/our logbook) is:

%
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• **Home Office/Workshop**

If part of your personal home is used to conduct some of your business activities, please provide the following details of household costs for the year:

Proportion of total personal home used for business purposes

My/our expenses in relation to the personal home for this year were as follows:

- Interest on Mortgage
- Insurance
- Rates
- Power
- Repairs & Maintenance
- Other (please provide details)

%
_____
GST Inclusive
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

• **Contingent Liabilities**

These are potential debts, that may or may not be incurred by a business depending on the outcome of a future event, such as a court case. Examples - outstanding lawsuits, Legal liability, Destruction by Flood, product warranty, Tax Disputed

*Explanation of Liability*

\$
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• **Capital Commitments**

Did you enter into any agreements or contracts prior to balance date that commit your business to significant Capital expenditure

*Explanation of Liability*

\$
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