

**CHECKLIST FOR INTERVIEW FOR PREPARATION OF 2020 YEAR'S
FINANCIAL STATEMENTS AND INCOME TAX RETURNS**

CLIENT: _____

BALANCE DATE: _____

1. STOCK ON HAND

STOCK STILL ON HAND AT YEAR END:

(Numbers, quantity and estimated/realisable value)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

2. VEHICLES & PLANT

PLANT ITEMS PURCHASED DURING YEAR:

<u>Item</u>	<u>Full Purchase Price (GST Exclusive and Excl. Trade-In)</u>	<u>Date Purchased</u>
_____	\$ _____/...../.....
_____	\$ _____/...../.....
_____	\$ _____/...../.....
_____	\$ _____/...../.....
_____	\$ _____/...../.....

PLANT ITEMS SOLD DURING YEAR:

(Please note any trade in's)

<u>Item</u>	<u>Sale Amount (GST exclusive)</u>	<u>Was this a Trade-in? If so, on what?</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

ITEMS ON PREVIOUS YEAR'S VEHICLE AND PLANT SCHEDULE THAT HAVE BEEN SOLD OR TRADED OR CAN BE WRITTEN OFF:

3. GST RETURNS

- Actual GST Returns & Workpapers for the year
- Does your balance date align with your GST Return periods? YES/NO
- NB: If we prepare your GST returns this information will not be required as we already have it

4. ACCOUNTS OWING (CREDITORS) & MONIES RECEIVABLE (DEBTORS) AT YEAR END:

A print out from your cash book for the entire month post balance date will normally be the best way of establishing debtors and creditors at year end.

Alternatively a list of payments and receipts for the month following balance date detailing the amount (including GST), to whom it was paid or received from and for what. If stock sales or purchases are involved we will need the quantities.

5. WORKING FOR FAMILIES TAX CREDITS

Your eligibility for this will depend on your 2020 financial results.

Please fill in details of ALL children as at 31 March 2020. Those under 18 may involve an entitlement to financial assistance depending on financial results. Those over 16 may have relevance for any Trust distributions

Full Name

Date of Birth

IRD No

6. INTERVIEW AGENDA

AGENDA RE ANY ISSUES YOU WISH TO DISCUSS

I/we accept responsibility for the accuracy and completeness of the information supplied in this Checklist which is to be used in the preparation of my/our 2020 Financial Statements and Income Tax Returns.

A compilation engagement requires us to apply compilation procedures, in accordance with the NZ Institute of Chartered Accountants under SES-2 Compilation of Financial Information, to compile the financial statements and associated income tax returns from the information which you provide to us. Those compilation procedures do not include the performance of an audit review in respect to either of the information you provide or the information which is compiled from it.

Accordingly, neither the company nor any company employees accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled.

The financial information is prepared at your request and exclusively for your benefit; neither we nor any employees accept any liability of any kind what soever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

We instruct you to prepare special purpose Financial Statements for Income Tax purposes that may not be appropriate for general use, except that in the case of a Company the Financial Statements should be prepared in accordance with the Financial Reporting Act.

I/We hereby give P S Alexander & Associates Ltd authority to act on my/our behalf in dealing with all matters with the Inland Revenue Department. Specifically P S Alexander & Associates Ltd can request information relating to my/our taxation affairs and discuss tax matters with the Department.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves and any of my/our associated entities.



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(Name)

(Name)