

**CHECKLIST FOR INTERVIEW FOR PREPARATION OF 2016 YEAR'S
FINANCIAL STATEMENTS AND INCOME TAX RETURNS**

CLIENT: _____

BALANCE DATE: _____

1. 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>
_____	\$ _____/...../.....
_____	\$ _____/...../.....
_____	\$ _____/...../.....
_____	\$ _____/...../.....
_____	\$ _____/...../.....

(*) This determines the depreciation rate that can be used.

PLANT ITEMS SOLD DURING YEAR:

(Please note any trade ins)

<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:**

2. BANKING FACILITIES OPERATING AT YEAR END:

Overdraft limit and interest rate at year end \$ _____ %

Attach summary of loan balances and interest rates applicable at year end (this normally comes out monthly with your bank statements or the quarterly loan statements that link with your balance date will also provide this information).

If any swap facilities are being utilised details are required of underlying swap amount, base interest rate, all margins and expiry date of this facility. If necessary you may need to request a print out from your bank (or their treasury department) with this information as at your balance date.

3. 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.

4. GST RETURNS

Actual Returns & Work papers for the year

- Final GST Return prior to Balance Date _____ \$ _____ Payable/Refund
- 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

5. WORKING FOR FAMILIES TAX CREDITS

Your eligibility for this will depend on your 2016 financial results.

Please fill in details of ALL children as at 31 March 2016. Those under 18 may involve an entitlement to financial assistance depending on financial results. Those over 16 may have relevance for any Trust distributions

<u>Full Name</u>	<u>Date of Birth</u>	<u>IRD No</u>

6. INTERVIEW AGENDA

AGENDA RE ANY ISSUES YOU WISH TO DISCUSS
