

## CHECKLIST FOR INTERVIEW FOR PREPARATION OF 2017 YEAR'S FINANCIAL STATEMENTS AND INCOME TAX RETURNS

VEHICLES & PLANT		
PLANT ITEMS PURCHASED DURING YEA	AR:	
<u>Item</u>	Full Purchase Price (GST Exclusive and Excl. Trade-In)	Date Purchased
	\$	
	\$	
	\$	
	\$	
	φ.	
(*) This determines the depreciation rate the PLANT ITEMS SOLD DURING YEAR: (Please note any trade ins)	\$at can be used.	
PLANT ITEMS SOLD DURING YEAR:	at can be used.  Sale Amount	Was this a Trade-in?
PLANT ITEMS SOLD DURING YEAR: (Please note any trade ins)	at can be used.  Sale Amount (GST exclusive)	
PLANT ITEMS SOLD DURING YEAR: (Please note any trade ins)	at can be used.  Sale Amount (GST exclusive)	Was this a Trade-in? If so, on what?
PLANT ITEMS SOLD DURING YEAR: (Please note any trade ins)	Sale Amount (GST exclusive)  \$	Was this a Trade-in?
PLANT ITEMS SOLD DURING YEAR: (Please note any trade ins)	Sale Amount (GST exclusive)  \$ \$	Was this a Trade-in? If so, on what?
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PLANT ITEMS SOLD DURING YEAR: (Please note any trade ins)	Sale Amount (GST exclusive)  \$ \$ \$ \$ \$ \$ \$	Was this a Trade-in? If so, on what?

2.	BANKING FACILITIES OPERATING AT	YEAR END:				
	Overdraft limit and interest rate at year end	\$	%			
	Attach summary of loan balances and interest ra statements or the quarterly loan statements that					
	If any swap facilities are being utilised details a expiry date of this facility. If necessary you may rethis information as at your balance date.					
3.	ACCOUNTS OWING (CREDITORS) & M	MONIES RECEIVABLE (DE	BTORS) AT YEAR END:			
	A print out from your cash book for the entire moand creditors at year end	onth post balance date will normal	ly be the best way of establishing debtors			
	Alternatively a list of payments and receipts for whom it was paid or received from and for what.					
l.	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 infor	mation will not be required as we a	already have it			
<b>5</b> .	WORKING FOR FAMILIES TAX CREDITS					
	Your eligibility for this will depend on your 2017 financial results.					
	Please fill in details of ALL children as at 31 March 2017. 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			
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<b>i</b> .	INTERVIEW AGENDA					
	AGENDA RE ANY ISSUES YOU WISH TO DISCUSS					
			<del></del>			

## 7. CHECKLIST

All ACC Levy invoices

Any unusual transactions requiring further detail

## OTHER DOCUMENTS THAT COULD BE REQUIRED

•	Cash Manager Rural Accountant's Report (Balanced - GST EXCLUSIVE) The CMR report can be emailed as a zip file to save you printing it off								
•	Other software reports (Trial Balance, General Ledger								
•	All Legal Statements and Sale & Purchase agreements (land transactions)								
•	Year end interest statements (referred to as an IR15)								
•	All Dividend & Rebate Statements								
•	Any Hire Purchase Contract Agreements								
•	All Sale and Purchase Statements re Plant								
•	All donation and childcare receipts (so we can claim them in your tax return)								
•	Any New Rating Valuation Notices (Received from Quotable Value NZ)								
•	All Insurance invoices where there is a partial business claim								
•	Details of any movement in investment balances	<u>-</u>							
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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 2017 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 or 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)	1	 1	1	