

**CHECKLIST FOR INTERVIEW FOR PREPARATION OF 2017 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 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

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 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

6. INTERVIEW AGENDA

AGENDA RE ANY ISSUES YOU WISH TO DISCUSS
