

MCISAACS 2023 BUSINESS CHECKLIST

For Annual Financial Statements and Tax Returns
for Business Clients - Companies, Partnerships and
Trading Trusts

Year End: **31 March 2023**



Client Name

Please note the following:

1 - Please insert name and complete a separate checklist for each business entity

2 - Information required is for the year commencing from 1 April 2022 & ending on 31 March 2023

3 - Please work through the summary checklist on page 1. If you answer 'yes' to any of the questions please complete the relevant main checklist sections on the additional pages. eg; Only those sections where you tick 'Yes' on the front cover sheet need to be answered in the additional pages.

Summary Checklist

Have you used an accounting system during this financial year?

- A complete computerised accounting package (e.g. Xero, MYOB or QuickBooks)
- A computerised cashbook only program (e.g. Xero, MYOB or EasyBooks)
- A manual system or no system at all (just bank statements)
- McIsaacs processed my transactions internally during the year

Do you employ staff?

Did you have any Loans, Hire Purchase or Lease Agreements during the year?

Did you carry Inventory or have Work in Progress?

Did you have any Accounts Payable (creditors) as at balance date?

Did you have any Accounts Receivable (debtors) as at balance date?

Have you purchased or disposed of any Business/Trust assets during the year?

Do you pay Fringe Benefit Tax?

Are you registered for GST?

Did the Business receive any Interest or Dividends during the year?

Did you buy or sell a Business, Real Estate or Investments during the year?

Did you receive any foreign income or incur foreign expenses?

Do you want to claim a tax deduction for Home Base or Office Expenses?

Do you incur any business expenses which have a private use component?

Did you incur any entertainment expenses?

Are you completing this questionnaire for a trust?

Did you have any cash, cheques or floats on hand at balance date?

Yes No If "Yes" complete

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<input type="checkbox"/>	<input type="checkbox"/>	A2
<input type="checkbox"/>	<input type="checkbox"/>	A3
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<input type="checkbox"/>	<input type="checkbox"/>	A18
<input type="checkbox"/>	<input type="checkbox"/>	A19

IN ALL CASES, PLEASE COMPLETE SECTION A20

Yes

A20

IN ALL CASES, PLEASE SIGN THE DECLARATION AT A21

Yes

A21

Main Checklist

A1. COMPUTERISED ACCOUNTING SYSTEMS

What system are you using?

System	
Version	

Please provide the following records:

- If Xero then we will be able access this.
- A backup disk, zip or flash drive device for your financial year (if available)
- Or, copies of the following reports printed from your system:
 - Annual Management Financial Statements
 - Annual detailed General Ledger (if too long to print then please provide backup disk or device)
 - Trial Balance as at Balance Date
 - Bank Reconciliations as at Balance Date
- copy of the last Bank Statement page showing balance as at 31st March 2023 or end of your financial year

Enclosed	N/A

A2. COMPUTERISED CASHBOOK

What system are you using?

System	
Version	

Please provide the following records:

- If Xero then we will be able to access this
- A backup disk, zip or flash drive device for your financial year (if available)
- Copies of the following reports printed from your system:
 - Detailed Cashbook (by account code) for the year
 - Summary Cashbook (by account code) for the year
 - Bank Reconciliations as at Balance Date
- copy of the last Bank Statement page showing balance as at 31st March 2023 or end of your financial year

Enclosed	N/A

A3. MANUAL CASHBOOK OR SPREADSHEETS

Please provide the following records:

If manual cashbook has been written up:

- Your cashbook (if one is kept) or data file copy of your spreadsheets
- Bank reconciliation as at balance date (if completed)
- Bank Statements for the full year including Credit Card Statements if applicable

Enclosed	N/A

If no cashbook is kept, please provide the following:

- All cheque butts and deposit books or summaries with details completed in full,
- Or, write details against all cheques showing on your bank statements
- Write details against direct debits or eftpos transactions on your bank statements and credit card statements
- Provide details of the source of all deposits on your bank statements that are not detailed in your deposit books
- Make sure you clearly mark on your bank statements all deposits other than from sales or trade debtors

A4. WAGE RECORDS

Please provide the following records:

- Your wages book for the year, or
- Annual summary reports from your computerised payroll system

Enclosed	N/A

- Copies of all IR345 and IR348 PAYE returns
- The amount of holiday pay/bonuses owing at 31 March 2023 and indicate what
- The amount of holiday pay/bonuses owing at 31 March 2023 that were paid, or will be paid within 63 days of your balance date

A5. LOANS, HIRE PURCHASES & LEASE AGREEMENTS

Please provide the following records:

	Enclosed	N/A
- Copies of any agreements that have been entered into during the financial year,(or not previously supplied to us)		
- Details of any agreements repaid or refinanced during the year		
- Confirmation of loan balances as at balance date		
- Loan account statements if available		

A6. INVENTORY OR WORK IN PROGRESS

Please provide the following records:

	Enclosed	N/A
- A copy of your year end stock take/work in progress workings		

The value of Stock on Hand excluding GST at balance date was:

\$

(Note: Original cost must be used as the value for all stock items on hand)

The value of Work in Progress at balance date was:

\$

- Note: WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress
- Hold onto detailed stock & WIP sheets and provide if required
- Please contact us if you are unsure how to value your inventory or work in progress.

A7. ACCOUNTS PAYABLE (CREDITORS)

Please provide the following records:

	Enclosed	N/A
- A Payables Aged Trial Balance as at balance date printed from your system or		

- A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense, and amount owing for each creditor

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The total of all Accounts Payable as at Balance Date was:

\$

Suppliers Invoices and Statements should be available if required

If you use an accounting package please ensure there is a reconciliation of creditors list and control total in ledger

A8. ACCOUNTS RECEIVABLE (DEBTORS)

Please provide the following records:

	Enclosed	N/A
- A Receivables Aged Trial Balance as at balance date printed from your system or		

- A detailed list of all amounts due to you at balance date (GST inclusive) including name and amount owing from each debtor

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The total of all Accounts Receivable as at balance date was:

\$

Note: Bad debts must be written off before balance date if you do not consider them to be collectable. Sales Invoices should
If you use an accounting package please ensure there is a reconciliation of debtors list and control total in ledger

A9. FIXED ASSETS

Please provide the following records:

Purchases of fixed assets

	Enclosed	N/A
A detailed list of any assets purchased during the year including the date purchased, Purchase (GST inclusive) and advising if the asset purchased was new or second hand		
- Copies of invoices for any assets over \$1,000 in value		

Sales of fixed assets

- A detailed list of any assets sold including the date sold and sale value		
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Disposals/Write Offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal

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A10. FRINGE BENEFIT TAX (FBT)**Please provide the following records:**

- A copy of all FBT returns filed during the financial year
- A copy of any workings supporting the figures on your FBT returns

Enclosed	N/A

Note: If McIsaacs prepared FBT returns on your behalf, please ignore this section

A11. GOODS AND SERVICES TAX (GST)**Please provide the following records:**

- A copy of all GST returns filed during the financial year
- A copy of any workings supporting the figures on your GST returns

Enclosed	N/A

Note: If McIsaacs prepared GST returns on your behalf, please ignore this section

A12. INTEREST AND DIVIDENDS**Please provide the following records:**

- A copy of all Resident Withholding Tax certificates received
- A copy of all Dividend Statements received

Enclosed	N/A

A13. BUYING/SELLING INVESTMENTS, REAL ESTATE OR BUSINESS**Please provide the following records:**

- A copy of all documentation relating to the purchase or sale of investments (shares, foreign investments etc.)
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of any Real Estate
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of any business

Enclosed	N/A

A14. FOREIGN INCOME OR EXPENSES**Please provide the following records:**

- Details of the nature and amounts of any foreign income received and any related foreign tax credits
- Details of the nature and amounts of any expenses paid to people or businesses who are not NZ residents

Enclosed	N/A

A15. OFFICE AT HOME \ HOME BASED BUSINESSES

Do you operate your business from home without any other commercial premises?

Or, do you have a Home Office for working after hours away from your usual place of work?

Yes	No

The annual total of the following expenses are required in order to complete the calculations:

Rent (if property not owned)	
Insurance	
Repairs and Maintenance	
Power & Gas	
Rates & Water Rates	

Valuation Fees re Mortgage	
Legal Expenses re Mortgage	
Interest (on Mortgage)	
Body Corporate Fees	

Note: If you have supplied details of your house and the area used for business purposes to us in prior years, and the details have not changed, you do not need to supply the following information

The total floor area of the house is:

m2

The total floor area used for business purposes is:

m2

The total cost of the property (if owned) was:

\$

The last valuation of the property (if owned) was:

Land:

\$

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Buildings:

\$

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If you do not have a valuation available, please supply a copy of your last rates notice.

A16. BUSINESS PORTION OF EXPENSES

Please provide the business use percentage for the following expenses & attach further details if required

Motor Vehicle Expenses*	<input type="text"/>	%	Subscriptions	<input type="text"/>	%
Telephone & Tolls	<input type="text"/>	%	Travel Expenses	<input type="text"/>	%
Power	<input type="text"/>	%	Insurance	<input type="text"/>	%
Other (Please Specify)	<input type="text"/>			<input type="text"/>	%
	<input type="text"/>			<input type="text"/>	%

*The business use percentage for a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every three years unless you are paying FBT or the vehicle is classified as exempt from FBT. In the event of an IRD audit, failure to produce a current log book will result in you only being able to claim 25% of total vehicle costs as a tax deduction. If you would like us to calculate the business use percentage from your log book, please enclose it with your records

A17. ENTERTAINMENT EXPENSES

Generally only 50% of entertainment costs are tax deductible, with the following exceptions.

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

If any of these exceptions apply to your entertainment expenses, please supply details

<input type="text"/>	<input type="text"/>
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A18. TRADING TRUSTS

Please provide the following records:

Enclosed N/A

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an exiting Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

A19. CASH ON HAND

Please provide the following records:

- Total sales not banked (cash, cheques, eftpos) at balance date:
- Total cash floats at balance date were:
- Total petty cash on hand at balance date was:

\$	<input type="text"/>
\$	<input type="text"/>
\$	<input type="text"/>

A20. GENERAL (TO BE COMPLETED IN ALL CASES)**Please supply the following information:**

Copies of all Insurance/Work Place Accident Insurance/ACC Invoices

Enclosed	N/A
<input type="text"/>	<input type="text"/>

Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500

<input type="text"/>	<input type="text"/>
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Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item

<input type="text"/>	<input type="text"/>
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Details of the nature & value at cost of any business goods taken for personal use during the financial year

<input type="text"/>	<input type="text"/>
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Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust. Include money banked into another bank account

<input type="text"/>	<input type="text"/>
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Details of any deposits received from customers/clients for goods not supplied at balance date

<input type="text"/>	<input type="text"/>
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Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified

<input type="text"/>	<input type="text"/>
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Details of any business expenses paid from private funds which have not been reimbursed by the business

<input type="text"/>	<input type="text"/>
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A copy of last years financial statements if you are a new client and were in business last year

<input type="text"/>	<input type="text"/>
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Details of any other matters which you feel may be relevant to determining the tax position of the business for the financial year

<input type="text"/>	<input type="text"/>
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Copies of legal statements relevant to the business or business funding.

<input type="text"/>	<input type="text"/>
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Any changes in the nature of your business.

<input type="text"/>	<input type="text"/>
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If trading as a company, were there any changes in shareholding or directorship?

<input type="text" value="Y"/>	<input type="text" value="N"/>
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FINALISATION OF ACCOUNTS AND TAX REFUNDS

How many formal published copies of the Financial Statements do you require?

If you are due a tax refund, please indicate how you would like it to be treated:

Refunded in full	<input type="text"/>	or	Offset against future tax liabilities	<input type="text"/>
If refund please enter your bank account number for direct crediting of your refund		<u>Bank</u>	<u>Branch</u> Account number Suffix	
		<input type="text"/>	<input type="text"/>	<input type="text"/>
Or, transferred to the following taxpayer:				<input type="text"/>

A21. DECLARATION (PLEASE READ AND SIGN)

Professional Engagement Procedures

Mclsaacs carry out the compilation of your financial statements and tax returns from the information supplied by you and the financial statements completed by us will not result in the expression of an audit or review opinion or provide any other form of assurance.

It is understood and agreed that:

- a) You will provide us with accurate and complete information so as to enable us to compile such statements.
- b) The financial statements will be prepared in accordance with accepted accounting principles which include Statements of Standard Accounting Practice.
- c) It is your responsibility to pay all taxes by due date so as not to incur penalties. We will provide you with advance notice of when payments are due.
- d) This engagement is not intended to be relied upon to prevent or detect fraud and error and we wish to emphasise the responsibility for such prevention must remain with you or your management team.

Your signature below confirms the following:

I accept responsibility for the completeness of all records and information supplied to Mclsaacs for the purpose of them preparing the financial statements and income tax returns for my business.

Where information cannot be located by me I hereby authorise Mclsaacs to obtain from third parties any records or information that they require to prepare the Financial Statements and Income Tax Return and accordingly these third parties are authorised

I acknowledge that additional accounting costs may be incurred for collecting such missing information where this ordinarily should have been included with this checklist.

If information is not supplied I acknowledge that this will probably delay the completion of the financial statements and income tax returns.

Please refer to Mclsaacs Letter of Engagement which sets out terms and conditions for provision of services and payment of fees incurred.

Signed:

Director / Owner / Partner / Trustee (Circle as appropriate)

Date:

Your time and effort in completing this Checklist is greatly appreciated by Mclsaacs

ANY QUERIES? PLEASE CALL US FOR ASSISTANCE - 09 414 4050

We will send you confirmation of receipt of your paperwork and fee estimate of cost of our work

- 1 Upon receipt of your papers we will send you an e-mail confirming they have been received and advise you of any obvious omissions.
- 2 We will also prepare a fee estimate of the cost for the accounting work and taxation calculations required and advise you of this fee estimate.
- 3 We will advise you of an estimated date for completion as well as our payment terms for our fee in order that you can budget for the costs and if required advise us if finance is required via FeeSmart (a finance company that provides the funds repayable monthly over 12 months). This service is very economic with interest rates of just 6% flat for 6 months and 9% flat for 12 months. (If you have any doubts that you may not be able to settle our fee 10 days after the completion of the job please let us know when you send your paperwork in so we can pre arrange the Feesmart service)
- 4 If during processing of your records it is discovered that there are missing documents we will e-mail you with details. Please assist by responding to such request as quickly as possible.