

Devine ACCOUNTING



Business Information Checklist for year ended 31 March

| | |
|-----------------|--|
| Client Name | |
| Client Address | |
| Contact Numbers | |
| Email Address | |
| Date of Birth | |
| IRD Number | |

Devine Accounting authority agreement for financial year

We appreciate the opportunity to work with you and this agreement confirms our appointment to prepare Financial Statements and Tax Returns for you and any related entities.

This authority form needs be completed and returned to us before we can begin to prepare your Financial Statements and Tax Returns.

It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final financial statements for reasonableness and correctness.

The directors of Devine Enterprises Ltd reserve the right to charge interest on late payments. Any collection costs incurred in recovering any outstanding amounts will be your responsibility.

Authorisation:

I/We authorise Devine Enterprises Ltd trading as Devine Accounting to complete the compilation of our Financial Statements and other related tax returns for the 2014 financial year. I/We understand that a compilation is limited to the collection and summarisation of the financial information supplied by me/us and does not involve the verification of that information.

Pursuant to the Privacy Act 1993, I/We authorise Devine Accounting to obtain whatever information is required from third parties to complete the preparation of our financial statements and to obtain information from the Inland Revenue Department including obtaining information via online services available on Inland Revenue's website.

Authority for Accident Compensation Corporation:

You authorize our organization to act as your agent for ACC levy purposes for all associated entities. This authorization allows Devine Accounting to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow Devine Accounting's main representative discretion to delegate access to your ACC information to other members of Devine Accounting. Other delegated members of Devine Accounting will also be able to query and change information on your ACC levy account.

Signature

Date:

Devine Enterprises Ltd T/As Devine Accounting

3 Homestead Place, Glenview, Hamilton

Dee Devine

027 361 3248

07 843 9988



CHECK LIST

Please tick where applicable and provide supporting documents when yes ticked.

| | <i>Yes</i> | <i>No</i> | <i>N/A</i> |
|---|--------------------------|--------------------------|--------------------------|
| <u>Bank, Cash & Other Assets</u> | | | |
| Copy of bank statement with the closing Balance at 31 March, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the system bank balance agree with the bank statement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Were all cash sales for the year banked before the 31 st March? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stock Take summary or details at 31 st March | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Have you written off a substantial amount of stock</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| List of accounts receivable (Debtors) at 31 st March? (\$ _____) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have any Work in Progress at 31 March? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you received from customers any deposits in advance for goods not supplied or work not yet done at 31 st March? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all assets, per last year, the same as you currently have? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have your purchased or sold any assets? (provide details) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Liabilities</u> | | | |
| Monthly PAYE Schedules or gross wages paid for the year | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| List of accounts payable (Creditors) at 31 st March \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you paid to suppliers any deposits in advance for goods not supplied or work not yet done at year end? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of GST returns and workings if completed by yourself | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have any mortgages or loans? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| We need supporting documents for loan balances at 31 st March and total amount of interest charged during the year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you taken out any new hire purchase/lease agreements or loans this year? (Please provide details) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <i>Yes</i> | <i>No</i> | <i>N/A</i> |
|--|--------------------------|--------------------------|--------------------------|
| <u>Income</u> | | | |
| Has all income proceeds been deposited in the business bank Account? <i>If not provide the amounts and where banked.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you made any overseas sales? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you received any interest? (Need bank certificate) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Expenses</u> | | | |
| Detail expenses not paid from your business bank account eg. cash payments, payments from personal accounts. (if not already in a computerised system) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Were any expenses paid to people or businesses who are not NZ residents? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are any expenses purchased from overseas suppliers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER BUSINESS INFORMATION | | | |
| Copy of any hire purchase/lease agreements or statements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal statements for any purchase or sale agreements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Credit card statements if used for business expenses <i>(Details of business transactions should be clearly indicated)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you or your staff receive benefits other than wages? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your motor vehicle logbook been updated this year? If yes, please provide details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If a company, do you garage a business vehicle at home and use it privately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of home office information completed? (see below) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Did you take or used any goods/services for private use?

Have you signed up for any significant capital expenditure?

Is there anything that may materially affect the profitability or solvency your business eg a pending court case or dispute?

Home office information

Address of Property: _____
Area of House used for business _____
Total area of house _____

List of House Expenses for the Financial Year

Interest on mortgage or Rent paid _____
Rates/Water Rates _____
Insurance _____
Power & Gas _____
Repairs (details list provided) _____

If not already paid by business
Mobile _____
Landline & broadband _____

Provide details (supporting documentation) if any of the following apply to either the business or to you personally:

1. Do you have any investments (shares, savings, retirement plans, kiwisaver)?
2. Did you receive any income from dividends?
3. Did you receive any foreign income or any related foreign tax credits?

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements.

Client Signature

Date:

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