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| logo  *Chartered Accountants and Business Advisors* | **3 Owens Road, Epsom, Auckland 1023**  **PO Box 28 898, Remuera, Auckland 1541**  **Phone 09 623 7770 www.laydodd.co.nz** |

**CHECKLIST FOR FINANCIAL STATEMENTS / TAX RETURNS**

The list below helps identify information that we require to prepare your financial statements and/or tax returns.

***Please tick the relevant boxes and forward to us with details and supporting documents, which can be sent to your Manager by email or by post or courier to our office.***

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|  |  | **Yes** | **No** |
| **1** | Access to cloud data (Xero/ MYOB), Backup of desktop data (MYOB Cashbook/ MYOB Essentials/QuickBooks), Manual Cashbook (written or computerised) **AND** bank statements showing 31 March 2024 balance. |  |  |
| **2** | If bank data is not provided in 1 above, please provide bank and credit card statements for the financial year, for **ALL** business/rental bank accounts/credit cards.  Statements for the full year for all overseas business and personal accounts. |  |  |
| **3** | Loan/Mortgage Statements showing interest for the financial year, and details of all new loans and loans repaid during the year. |  |  |
| **4** | GST workings for each GST period |  |  |
| **5** | Wages / PAYE information, FBT returns and workings |  |  |
| **6** | Accounts Receivable (Debtors) at year end |  |  |
| **7** | Accounts Payable (Creditors) at year end |  |  |
| **8** | Stock on Hand at year end |  |  |
| **9** | Assets purchased or sold during the year (include invoices, hire-purchase agreements, lease agreements, trade-in details and legal statements) |  |  |
| **10** | Property purchased/sold (include Sale/Purchase Agreement and lawyer’s settlement statements). |  |  |
| **11** | The dates covered by your vehicle logbook (if any) and the business percentage |  |  |
| **12** | Home office expenses (for area set aside principally for use as an office/storage or as an apportionment). You can claim power, rates, phone/internet (not Sky), house insurance, mortgage interest/rent, water rates. |  |  |
| **13** | Interest and Withholding Tax Certificates, Dividend Statements (including taxable Bonus Issues and Shares in lieu of Dividends), Managed Fund Portfolio Reports, (both Tax Report and  31 March 2024 Valuation Report) or reports from Investment Syndicates |  |  |
| **14** | Income from a Partnership/Company/Joint venture/Estate/Trust/Maori Authority |  |  |
| **15** | Rental statement(s) from property manager - Monthly plus Year End Summary |  |  |
| **16** | Overseas Income/ Distributions/ Gifts received |  |  |
| **17** | Balances of all term deposits, overseas investments as at 31 March 2024 **and** details of any employee share schemes. |  |  |
| **18** | Any other income as 31 March 2024, with or without tax deducted at source |  |  |
| **19** | The letter from your insurance company advising how much of your income protection or disability benefits insurance can be claimed against your taxes. |  |  |
| **20** | Copies of invoices for all repairs and maintenance undertaken over $1,000 |  |  |
| **21** | Original donations receipts (to complete donations tax credit claim) |  |  |
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I undertake that I have supplied all information necessary to prepare my financial statements and tax returns for the tax period ending 31 March 2024.

With reference to the terms of the original Engagement letter signed by me, you are authorised to act as my tax agent, ACC agent and to communicate with my bankers, solicitors, finance companies and any other third parties, to obtain such information as you require to complete the above assignments.

**Name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.