

2. Loan Documents		
Please attach (if any):		
<ul style="list-style-type: none"> a copy of all the loan/mortgage statements from 1 April 2023 to 31 March 2024 	<input type="checkbox"/>	
<ul style="list-style-type: none"> a copy of schedular payment statements for hire purchase from 1 April 2023 to 31 March 2024 	<input type="checkbox"/>	
3. Legal Documents		
Please attach (if any) :		
<ul style="list-style-type: none"> Solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Copy of any forgiveness of debt documents 	<input type="checkbox"/>	
4. Accounts Receivable (Debtors) – See Attached Schedule 1		
<ul style="list-style-type: none"> If you are not using accounting software to invoice your customers, please provide how much money was owed to you as of the 31st of March 2024. Please list them in Schedule 1. 	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
<ul style="list-style-type: none"> Is there any bad debts on the list of the accounts receivable? To enable bad debts to be excluded from income, these must be written off prior to balance date. 	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
5. Accounts Payable (Creditors) - See attached Schedule 2		
<ul style="list-style-type: none"> If you are not using Xero to record the bills from your suppliers, please provide how much money was owed by you as of the 31st of March 2024. Please list them in Schedule 2. 	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
6. Stock on Hand and Work in progress		
<ul style="list-style-type: none"> What was your stock & Work in progress at the 31st March 2024 (GST exclusive) (Valued at the lower of cost, or market selling price) Stock sheets are requested to be held. If possible attach list. 	<input type="checkbox"/>	Valued at lower of: cost value <input type="checkbox"/> net realisable value <input type="checkbox"/> market value <input type="checkbox"/> \$ _____

7. Cash on Hand		
Cash / Cheques on hand, including till float, not banked as of the 31 st of March 2024.	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
8. Capital Expenditure – Item over \$1000		
<ul style="list-style-type: none"> • Please make a list of all cars, trucks, plant fittings, land, buildings and computer software etc. purchased between 1st April 2022 and 31st March 2024. • Please supply full details of cost, trade in allowances, financial arrangements, date purchased and whether the asset was new or used. • Please list all the assets sold or scrapped during the year and supply details of the sale price, date and where funds are deposited. 	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	\$ _____
	<input type="checkbox"/>	\$ _____
9. Transactions Not Through the Business		
<ul style="list-style-type: none"> • Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> • If No, list amounts not banked and when they were lodged. Please attach a separate list if necessary. <hr/> <hr/>		
10. Fringe Benefit Tax (FBT) Returns		
<ul style="list-style-type: none"> • Supply copies of fringe benefit tax (FBT) returns and work papers 	<input type="checkbox"/>	
11. Interest and Dividend Certificates		
<ul style="list-style-type: none"> • Supply copies of certificates 	<input type="checkbox"/>	
12. Donations		
<ul style="list-style-type: none"> • Please attach receipts (include donations to school) 	<input type="checkbox"/>	

13. Investment Income		
<ul style="list-style-type: none"> Do you have New Zealand investments? Do you have overseas investments? <p>If yes, please provide all interest and dividend advices, and changes in investments.</p>	<input type="checkbox"/> <input type="checkbox"/>	
14. Other Income		
<ul style="list-style-type: none"> Did you receive any other income during the financial year? i.e. Insurance claim? <p>Please provide details of any other income.</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	
15. My Business operates as a Limited Liability Company		
<ul style="list-style-type: none"> If yes - please provide details of any changes in the following <ul style="list-style-type: none"> Shareholding Registered office Directors Shareholder address 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Personal Expenses are paid from the Business Account		
<ul style="list-style-type: none"> Is any personal Expenses are paid from the Business Account? If yes please provide the details and amount <p>_____</p> <ul style="list-style-type: none"> What is the value of goods taken from stock or services for private use for the financial year? (Market value for companies – cost price for others) 		<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ \$ _____

17. Motor Vehicles		
<ul style="list-style-type: none"> What proportion of your motor vehicle expenses are PRIVATE? Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. (Inland Revenue may still need this to be substantiated) IRD logbook template download link: https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses/use-a-logbook If you are operating as a company, please indicate which vehicles are available for private use (and potentially liable for fringe benefit tax) 		_____ %
18. Office / Storage / Workshop at home		
Is part of your home set aside principally as an office / workshop?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please advise the expenses on the office / storage / workshop in twelve months to the 31st March 2024 for:		
(a) Insurance – House & Contents		\$ _____
(b) Mortgage Interest or Rent Paid		\$ _____
(c) Power		\$ _____
(d) Rates & Water Rates		\$ _____
(e) Telephone		\$ _____
(f) Repairs & Maintenance		\$ _____
Area of home office / workshop / storage space		_____ m ²
Total floor area of home		_____ m ²

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31 March 2024

Money owing by me / us to other people for the goods and services bought by me / us before balance date, but paid for after balance date. (If insufficient space provided list on separate sheet)

Name of Customer	Nature of Goods or Services	Code (Office Use)	GST Inclusive Total

Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at 31 March 2024

Money owing to me / us by other people for goods and services supplied by me / us up until the balance date, but not paid by balance date. (If insufficient space provided list on separate sheet)

Name of Supplier	Nature of Goods or Services	Code (Office Use)	GST Inclusive Total