

EASTWOOD BOURKE LIMITED

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Solutions for Business

Website: www.eastwoodbourke.co.nz



CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

18th April 2017

Dear

Balance Date Information - Year Ended 2017

Enclosed is a balance date circular for your business. This should be used by you as a checklist to get together the various information that we require to prepare Financial Statements for the year.

The completeness of the information you supply will greatly assist in processing and preparation. The checklist is an important first step to:-

- **Allow you to determine what details we require and to organise the information.**
- **Confirm we are engaged to prepare Financial Statements on your behalf.**
- **Remind you of your responsibility to provide accurate and complete information.**
- **The final item on the checklist is your confirmation that you have provided us with all necessary records to complete your financial statements. Please sign and date the form.**

Please complete the form and provide supporting information as soon as convenient.

If you need help completing this please feel free to ring or email me, or one of my team:

Jessica Volk (jessica@eastwoodbourke.co.nz)

Jo Gundersen (jo@eastwoodbourke.co.nz)

Yours faithfully

GERARD EASTWOOD
EASTWOOD BOURKE LIMITED

Email: gerard@eastwoodbourke.co.nz

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CLIENT INTERVIEW & INFORMATION SHEET

Business Financial Statements

CLIENT NAME:

Balance Date:

2017

1. RECORDS & INFORMATION REQUIRED

- (a) **Bank Statements** - for all accounts operated by your business (including savings, investments, & loan accounts):

Page Numbers
Account No. From To

Statements should cover the full period and for at least one month after balance date.
Please order any missing statements

- (b) **All Cheque/Deposit Books for the whole year**

Number of cheque books supplied _____

Number of deposit books supplied _____

All Cheque Butts should show the nature of all payments. Personal expenses/drawings and fixed asset purchases should be clearly marked.

All deposit butts should be similarly marked, with items other than farming income clearly described (eg: from life insurance, legacies, tax refunds, gifts, sale of assets, etc).

Please note transactions not subject to GST.

- (c) **Cash Books (if you have completed one)**

As an alternative a balanced and reconciled cash book may be supplied. Descriptions of payments and receipts must be clear.

Computer Prepared Cash books should be fully reconciled to the closing bank balance.

The following reports should be provided -

- * Trial Balance (Accountants report),
- * bank reconciliation report,
- * detailed transaction report for each account code (detailed ledger),
- * GST reports (each period) with transaction details.

- (d) **Copies of GST Returns & Workpapers**
Note we do not require creditor statements and invoices.

- (e) **Copies of Fringe Benefit Tax Returns & Workpapers**

- (f) **Copies of Monthly Wages and PAYE statements to IRD for the year**

We also need details of gross wages and PAYE paid to shareholders and family.

- (g) **Interest & Dividend Reconciliation**

If you made interest or dividend payments and deducted & paid RWT, a reconciliation is required to be lodged with IRD by 31 May. Please supply records if applicable.

- (h) **Interest & Dividends/Other Income**

Please provide dividend and interest advice slips to show income earned and withholding tax & imputation credits paid on your behalf.

2. CASH INCOME DURING YEAR NOT BANKED

Was all income received during the year banked into one of the business bank accounts (listed at 1(a))? Yes/No If no, please advise amount of income not banked. List payments made for business expenditure, (identifying expense type, e.g. wages), personal expenditure, and amounts lodged into other bank accounts.

B. 2 CLIENT INTERVIEW & INFORMATION SHEET

3. STOCK ON HAND

Date of Stocktake _____

Value of Stock on Hand \$ _____

Does this amount include GST?

Included/Excluded

If you need assistance with stock valuation please contact us.

If more than \$10,000, Stock on hand should be counted and stock sheets prepared for stock purchased for resale, stock used in production and stock manufactured. Stock sheets are required to be kept for 7 years.

Stock on hand should be valued at the lower of cost, market selling value or replacement value. Obsolete items should be marked as of no commercial value (NCV). Profit margins must not be included.

4. WORK IN PROGRESS

Value of Work in Progress \$ _____

Date of Valuation _____

Does this amount include GST?

Included/Excluded

Work in progress at balance date should be valued and schedules should be prepared as for stocks. Work in progress should be valued at cost of materials, direct labour and factory overhead after deducting progress payments. Profit margins should not be included.

5. ACCOUNTS RECEIVABLE

(Money owing to you)

Total at balance date
\$ _____

Does this amount include GST?

Included/Excluded

List amounts owing to you at balance date and indicate against any amount that you consider payment unlikely either in full or in part. Exclude those already written off during the year.

6. ACCOUNTS PAYABLE

(Money owing by you)

Total at balance date \$ _____
List Required

Does this amount include GST?

Included/Excluded

List amounts owing by you at balance date indicating creditor name, amount & nature of debt (eg., purchases, R & M, wages).

It is important that we receive a complete & detailed list of the amount entered here.

7. CASH ON HAND

(a) Note details of last banking for financial year:

Date: _____ Amount: \$ _____

(b) Cash on hand at balance date (include petty cash float, till float, & any unbanked takings):

Amount: \$ _____

B. 3 CLIENT INTERVIEW & INFORMATION SHEET

8. FIXED ASSETS

List all assets purchased or sold during the year and record:-

Date purchased/sold	Amount paid/received	Method of payment
Description of asset	Trade in details (if applicable)	

Please provide relevant invoices and hire purchase agreements. Give details of any property purchased/sold and supply copies of solicitor’s settlement statements.

For all land & buildings owned please provide us with a copy of the latest valuation from Quotable Value.

9. REPAIRS & MAINTENANCE

Please provide details of any *major* repairs and maintenance to business assets during the year.

10. TAX ALLOWANCE FOR WORK DONE AT HOME

Do you use your own home for business purposes? **Yes/No**
If yes, what proportion of the total area is used for business? _____%

TOTAL HOUSE EXPENSES:

- Interest paid on mortgages \$ _____
- Rates \$ _____
- Power \$ _____
- Repairs \$ _____
- Any other house expenses \$ _____
- If house rented - total rents paid. \$ _____

11. BUSINESS MOTOR VEHICLE(S) - (From Log Book)

If applicable, advise total distance travelled this year, and distance travelled on business matters (for each vehicle):

Vehicle _____
 Business Travel _____ kms
 Total Distance Travelled _____ kms

12. ENTERTAINMENT TAX

Please provide details of entertainment expenditure eligible for exemption from the entertainment tax calculation (complete Appendix A attached).

13. PRIVATE USE

Please advise the portion of any expenses incurred that should be allocated as private:

- | | \$ | or | % |
|-----------------------|-------|----|-------|
| (a) Telephone & Tolls | _____ | | _____ |
| (b) Power | _____ | | _____ |
| (c) Goods for own use | _____ | | _____ |

Do these amounts include GST? **Include/Exclude**

B. 4 CLIENT INTERVIEW & INFORMATION SHEET

14. BUSINESS EXPENSES

Please list or separately schedule any expenses paid out from personal funds relating to business:

15. Has there been any change in the nature of your business since last balance date? Yes/No If so, please provide brief details of change:

16. Have you raised or repaid any new mortgages and/or loans in the financial period? Yes/No

If yes please supply details/documents including:

Please attach copies of solicitors' settlement statements and/or relevant loan documents.

Mortgage or lender	Commencement Date
Principal Sum	Term
Security	Rate of Interest

17. Are there any other matters you consider relevant?

TERMS OF ENGAGEMENT
 I/We request Eastwood Bourke Limited to prepare my/our Financial Statements for my/our purposes only. I/We accept responsibility for the accuracy and completeness of the information supplied to be used in the preparation of my/our Financial Statements. Eastwood Bourke Limited are neither requested to complete an audit nor to undertake a detailed review of my/our affairs.
 I/We also accept responsibility for the accuracy or non supply of all other records or information made available to you.

CLIENT SIGNATURE: _____ **Date** _____

DATE RECEIVED/REVIEWER'S INITIALS: _____

Notes:

Appendix A:

ENTERTAINMENT TAX REQUIREMENTS

Part of our review of your financial records will include an assessment of your “**Entertainment Expenditure**” to establish the amount that is Non-Deductible for tax purposes.

“**Entertainment**” includes:

- * Food & beverages
- * Use of Corporate Boxes, holiday accommodation & pleasure craft
- * Accommodation & transport directly connected to the entertainment

Only 50% of the above “entertainment” is deductible.

The following items are fully deductible:

1. Expenses already incurring a FBT liability
2. Light meals provided at the workplace during the course of employees duties.
3. Entertainment consumed outside N.Z. while on business.
4. Food & drink at conferences (4 hours or more).
5. Meals while travelling on business (except meals provided to business contacts & meals at social functions - 50% deductible.)
6. Promotions open to public and trade displays.
7. Sponsorship (less 50% of the value of benefits received in return, e.g. free tickets).

If you would like a copy of the IRD booklet on Entertainment Expenses (IR268) please let us know.

We Require You:

(a) To advise any “Entertainment” that you consider to qualify for full deductibility.

(b) Details of (purpose, costs, attendees) of any special promotion eligible for full deductibility.

(c) Are there any unusual expenses you have incurred that would be liable for the “**Entertainment Tax**” calculations that we should be aware of? **Yes/No** If yes, please provide details.