

Stock should be valued on a line by line basis at Cost, Discounted Selling Price, or Replacement Price. Stock may only be valued at Market Value where this is lower than Cost or turnover does not exceed \$3,000,000.

- (i) Figures for work in progress should be scheduled if applicable.
- (ii) The Inland Revenue Department requires your stock figure to be supported by detailed "stock sheets".
- (iii) Please ensure Goods in Transit have been included if paid for prior to balance date.

6. Creditors

Amounts owed by you as at balance date.

This should include all debts incurred prior to balance date and not paid by you until after that date.

A schedule is required detailing to whom payments are due and the type of expenses (e.g. Purchases, Car Expenses etc).

Please note whether the amounts include GST.

7. Debtors

Amounts owed to you as at balance date.

A full list of these should be supplied with all debts considered bad or doubtful clearly marked. (Note Bad debts must be written out of your debtors ledger by midnight on balance date to qualify for a deduction).

Please note whether the amounts include GST.

8. Fixed Assets

Full details of any Fixed Assets purchased during the year, i.e. Plant, Machinery, Vehicles, etc. Note, generally, items costing less than \$500 can be expensed.

If any assets have been bought on Hire Purchase, or are leased, please provide a copy of the relevant document.

Full details of any Fixed Assets sold, traded in, scrapped or no longer in use, are required including details of any insurance claims. Include details of sale proceeds and the relevant legal statements.

If you own any land or buildings please attach a copy of the latest local body or independent valuation.

9. Investment Property

If applicable, please provide the following information:

- (i) sale and purchase agreement, and solicitors settlement statement
- (ii) registered valuation (and chattels valuation if available)
- (iii) period available for rental (if not full year)
- (iv) property manager statements

15. Investments/Other Income

Details of interest, dividends, or rental income etc received during the year.

Where interest or dividends have been received we will require information from the paying source noting withholding taxes deducted, imputation credits, etc.

If any investments have been bought or sold, eg shares, bonds, please supply documentary evidence.

Where investments are held through a financial services provider, please supply copies of the annual tax summary provided.

Overseas Investments/Pension Funds/Unit Trusts. Some overseas investments may now fall under the Fair Dividend Rate regime (FDR). Please supply details of overseas investments held.

Portfolio Investment Entities (PIE). If an investment is held in a PIE, please supply a year-end summary from your financial services provider.

16. Use of Home for Business Purposes

If you have an area of home specifically set aside for business purposes, please supply the following information:

- Original cost of property;
- Cost of capital additions or alterations;
- Enclose a copy of local body or independent valuation (only applies if this is a first claim or you have shifted since last year);
- Mortgage interest for year;
- Rates and water rates for year;
- Electricity/gas for year;
- Insurance for year – building only;
- Insurance for year – contents only;
- Repairs and maintenance (details please);
- Telephone (rental only) if not already claimed;
- Area of office/workshop
- Total area of home (including above)
- If you sold your home during the year, please provide details.

17. Other information:

(a) Details of business transactions not carried out via the business bank account, e.g.

- (i) Details of all business expenses paid from private sources;
- (ii) Details of payments made directly from business takings;
- (iii) Details of all takings not banked into the business bank accounts;

(b) If family or spouse assisted in running the business, note number of hours per week on average and amount of wages paid.

I also accept responsibility for all other records and information supplied to you other than those listed. I accept responsibility for any failure by me to supply all relevant records and information to you.

Under the terms of the Privacy Act (1993), I authorise PKF Ross Melville to seek additional information as they may require for the proper completion of my financial statements and income tax returns.

Client Name:

Date:

Signature:

