

PKF ROSS MELVILLE

INFORMATION REQUIRED FOR 2011 ANNUAL ACCOUNTS & TAX RETURNS:

Trusts – Trading/Business

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| <p>1. Accounting Information – if you use a computerised accounting software such as MYOB, Quickbooks and Easybooks please:</p> <ul style="list-style-type: none"> (i) Provide a backup disk (floppy disk or CD) for your financial year, or (ii) Email through a copy of your backup file or data file to the person you normally contact. <p>Also please advise the version of the software and password (if applicable).</p> <p>(For Cashmanager please refer to separate instructions).</p> | |
| <p>2. Receipts and Payments - choose from the following options whichever is applicable:</p> <ul style="list-style-type: none"> (i) Manual Cash Book – reconciled cash book with the year's receipts and payments summarised so as to minimise coding and processing time. <p>Include a copy of the year end bank statement and reconciliation.</p> | |
| <p>or (ii) Clients using the Cashmanager computerised cashbook should refer to the attached sheet.</p> | |
| <p>or (iii) Clients who are utilising the Banklink service or Xero should liaise with their usual contact in the office regarding completion of the appropriate paperwork.</p> | |
| <p>or (iv) Bank statements, cheque butts and deposit books for the year.</p> <p>All deposits should be identified with items other than sales/income clearly marked.</p> <p>Clearly note GST payments and refunds.</p> <p>All payments not business related to be clearly stated.</p> | |
| <p>or (v) If no separate business bank account then provide a summary of income and expenditure for the year.</p> | |
| <p>3. Petty Cash Book for the year.</p> | |
| <p>4. Amount of Cash on Hand at balance date.</p> | |
| <p>5. A schedule of your Trading Stock and Work in Progress held as at balance date.</p> | |

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
- (v) is the property rented to an associated person or entity?

15. Investments/Other Income

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

Where interest and 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:

