

Kiwitax Business Annual Accounting Checklist

Year End 31 March 2021

Please provide us with the following information for your Annual Financial Accounting & Income Tax Returns, please include this checklist if possible. If you're unsure of anything or don't know what's applicable just let us know.

	Included	N/A
★ Financial Transactions for the year (see additional information)	<input type="checkbox"/>	<input type="checkbox"/>
★ GST return workpaper filed from 01 April 2020 to 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>
★ Debtors - list of client amounts owing to you at 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>
★ Creditors - list of amounts you owe at 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>
★ Stock take - (only required if over \$10 000) and any work in progress	<input type="checkbox"/>	<input type="checkbox"/>
★ Till Float - balance as at 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>
★ Bad Debts - written off at 31 March 2021	<input type="checkbox"/>	<input type="checkbox"/>
★ Clients invoiced in advance (details of forward invoice)	<input type="checkbox"/>	<input type="checkbox"/>
★ Loans – summaries of principal and interest paid	<input type="checkbox"/>	<input type="checkbox"/>
★ Did you receive the COVID-19 Wage Subsidy (please provide details)	<input type="checkbox"/>	<input type="checkbox"/>
★ Did you receive the IRD Small Business Loan (please provide details)	<input type="checkbox"/>	<input type="checkbox"/>
★ Did you receive the any other COVID-19 related subsidies (please provide details)	<input type="checkbox"/>	<input type="checkbox"/>
★ Do these around 31 March, as the information is easier to collect		
Details of business expenses paid out of your private funds and not paid back	<input type="checkbox"/>	<input type="checkbox"/>
Any new loans, lease or hire purchase agreements taken out during the financial year	<input type="checkbox"/>	<input type="checkbox"/>
Annual Interest or dividends received, or donation slips	<input type="checkbox"/>	<input type="checkbox"/>
A figure for goods taken from stock for private use (if we don't have this)	<input type="checkbox"/>	<input type="checkbox"/>
Attach details of any new assets you have introduced to the business	<input type="checkbox"/>	<input type="checkbox"/>
Any obsolete or asset write offs from your last year asset schedule	<input type="checkbox"/>	<input type="checkbox"/>
Home office claim - Attach details or list of annual domestic outgoings such as power, rates, insurance, rent, interest, phone, percentage of home used for business (we may already have this from last year)	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle (used partly for private purposes) If you have completed a new logbook this year, please provide us with the book. A new logbook must be kept for every new vehicle used partly for pvt/bus unless you will pay FBT on it. A new logbook must be kept for a 3-month period every 3 years	<input type="checkbox"/>	<input type="checkbox"/>
Have you received income, including pensions, from overseas during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If you would like any tax refunds direct credited to your bank account by IRD, can you please provide us with a current bank account number	<input type="checkbox"/>	<input type="checkbox"/>

Kiwitax Business Annual Accounting & Income Tax Returns

Additional Information

Transaction Information - For Spreadsheet, Cashbook & Desktop Software Clients - We'll need a copy of your financial transactions for the financial year. Please enclose, depending on how you record your transactions, your Bank statements, Spreadsheet, Cashbook or your Desktop Accounting Software reports (a trial balance and transaction listing by account code).

Work in Progress – If you've started work on a job, but haven't charged the client up to the 31 March, Inland Revenue require you to still account for this work in progress. A list showing the clients name and the amount of work you've provided but not charged for at 31 March would be great.

Bad Debts – Make a list of any bad debts written off, review your debtors ledger and write off any amounts owing that you are unlikely to recover, don't include them in your debtors list above. A list showing clients names and the write off amount would be great.

Income Tax Returns – Here are a few items to keep an eye out for and put with your information to help with your accounting and tax returns – these will usually arrive in the post in April:

- Interest and dividend certificates from banks and investment companies to include in your personal tax returns
- Donations receipts for tax rebate claims
- Mortgage interest summaries from your bank to include in home office calculations
- Any overseas earnings (e.g. interest, pension, distributions from trusts)

Please note we are able to obtain your wages and salary earnings from Inland Revenue so don't worry about providing that information to us.

Other Income – If you have had any other income that hasn't gone through your business, please provide us with further information to include in your tax return. Inland Revenue are paying particular attention to undeclared income as a part of their tax payer review process. If you have any questions, please contact us.

Staff Holiday Pay - If you pay any of your employee's holiday pay or bonuses up to 63 days after the end of the financial year they can be claimed back to the 31st March. So any payouts of these types up to the 2nd June – let us know.