

Client Business Checklist

In order to complete business accounts we need to build a complete picture of the income, expenses and financial position for the business.

We recommend clients maintain a separate bank account for the business – we can then capture most activity by processing the bank transactions. Sometimes additional information is required.

Below is a checklist of items designed to prompt you for information and assist with the timely completion of your affairs.

Business Transactions	Yes	No
Bank Statements for the Year, Cheque and Deposit Books (or list of transactions)	<input type="checkbox"/>	<input type="checkbox"/>
Credit Card Statements (for transactions not reimbursed)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Bank Statements (for transactions not reimbursed)	<input type="checkbox"/>	<input type="checkbox"/>
Cash Dockets (for transactions not reimbursed)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of GST Returns (where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
Debtors List as at 31 st March 2009	<input type="checkbox"/>	<input type="checkbox"/>
Creditors List as at 31 st March 2009	<input type="checkbox"/>	<input type="checkbox"/>
Stock on Hand as at 31 st March 2009	<input type="checkbox"/>	<input type="checkbox"/>
Resident Withholding Tax Statements, Dividend Statements and any Investment income	<input type="checkbox"/>	<input type="checkbox"/>

Please identify the items on the statements that are not narrated so that we can determine what the amounts relate to.

Capital Transactions	Yes	No
Bank Statements for any Loans	<input type="checkbox"/>	<input type="checkbox"/>
Details of any Fixed Assets acquired or sold	<input type="checkbox"/>	<input type="checkbox"/>
Hire Purchase Documentation	<input type="checkbox"/>	<input type="checkbox"/>

Other Matters

It may be that you have operated a motor vehicle or incurred travel costs.

It may be necessary to run a home office so that a proportion of home expenses will be deductible

Home Office and Travel	Yes	No
Is the Business significant and requiring a home office?	<input type="checkbox"/>	<input type="checkbox"/>
% of Home Used As Office	_____	%
Rates (Regional, Local & Water)	_____	pa
Insurance (House & Contents)	_____	pa
Power	_____	pa
Interest (or rent amount if renting)	_____	pa
Kilometres Travelled (or append list of travel costs)	_____	kms