

This is a guide only and does not apply to everyone's business situation.

BUSINESS RECORDS REQUIRED	Tick when ready	Office only
Cashbook if applicable		
Bank statements covering full year		
Cheque Books & Deposit Books for the full year		
Receipts for cash payments not included on bank statements or in the cash book		
Copies of GST returns completed by yourselves		
Copy of wage/PAYE records (if applicable)		
List of Accounts payable (monies owing by you) Is this GST inclusive?		
List of Accounts receivable (monies owing to you) Is this GST inclusive?		
Stock take sheets/ Work in progress		
Livestock on hand (if applicable)		
Hire purchase, Lease agreements, Mortgages if any new ones taken out this past financial year		
Record of Business assets Purchased/Sold/Disposed of this financial year: e.g vehicles, equipment		
Vehicle Log Books		
Use of home expenses, electricity, rates, rent, insurance etc		
Interest Certificates from banks (Mortgages/Loans or investments)		
Dividend statements		

ACKNOWLEDGEMENT OF RESPONSIBILITY

I acknowledge my/our responsibility for the accuracy and completeness of all the records and information supplied for the purpose of the preparation of my/our financial statements and taxation returns.

SIGNED _____

DATED _____

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