

## **BUSINESS**2024 End of Year Checklist

Below is the annual questionnaire for the 2024 tax year.

IRD require that all clients complete and sign this questionnaire.

We cannot file your tax return until we have the completed and signed questionnaire.

Have any of your contact details changed? Officelephone:	ce telephone: E-mail address:	Mobile
MPORTANT – PLEASE READ AND SIGN Terms of Engagement /We hereby instruct you to prepare my/our Financial information necessary to carry out such services such information. I/We understand that you will rely ntended to, and accordingly will not result in the extar as third parties are concerned, or in the fulfilling preparation of the Financial Statements and Taxatic compliance with laws and regulations – however show will bring that to my/our attention.	, and will be responsible for the ac upon the information provided by pression by you of an opinion on t of any statutory audit requirement on Returns you will not be specific	ccuracy and completeness of me/us. Your services are not the financial statements in so ts. I/We understand that during ally investigating non-
/We understand that the Financial Statements ar determine my/our taxation liabilities. If this should c You will not accept any responsibility to any person	hange in any material respect, I/V	Ve will inform you immediately.
All other terms and conditions of this engagement Letter I/We signed when I/We became a client.	are the same as those referred	to in the original Engagement
/We also accept that Huddle Advisory Limited has 1.5% per month, and that all accounts are due for charging of such interest will be at the discretion of ncurred by Huddle Advisory Limited will be fully reconcern.	payment by the 20th of the more Huddle Advisory Limited. I/We a	nth following invoice date. The
You are hereby authorised to communicate with magencies, including IRD, ACC, to obtain such inform		
You are to represent me/us as my/our tax agent.	Signature:	
	Date:	



1. Accounting records Where no Cashbook is supplied, please provide and include balance date:	Comments and notes	
<ul> <li>Bank statements including any savings account or term dep</li> <li>Cheque &amp; Deposit butts showing the nature of each payme books. Make sure any items not for business sales are clearlest Suppliers' invoices filed in cheque number order.</li> </ul>		
Where you supply a <b>written Cashbook</b> , please provide and balance date:	include one month past	
<ul> <li>Cashbook, written up, analysed and reconciled to the monthly.</li> <li>An annual summary of income and expenditure</li> <li>Bank statements including any savings account or to Cheque &amp; Deposit butts showing the nature of each</li> <li>Where you supply a computerised Cashbook (eg Incomputerised Cashbook)</li> </ul>	erm deposit. payment/deposit.	
Quickbooks), please provide:      Backup disk as at the end of financial year or email for Cashbook Password      Name and Version of Cashbook Program      Copy of Bank Reconciliation as at balance date for a Final Bank Statement for year for all bank accounts.      Transaction Listing for Accounts Payable and Account of the balance date.		
2. Have all proceeds/takings been banked?		
Yes No		
Please give details of any proceeds/takings not banked:		
3. Cash on hand		
Unbanked sale proceeds on hand at balance date Petty cash float Till float	\$ \$ \$	
Total (including GST) \$		
4. Accounts receivable (debtors) (Amounts OWING TO	OU at balance date)	
Total (including GST)	\$	



Please p	rovide details	).						
		to be deductible in btors Ledger before				ve been		
6. Stock	on hand							
Cost of s	tock (excludir	ng GST) at balance	date		\$			
(Please r	retain workpa	pers to support this	total)					
	tock is less th stock on hand	nan \$10,000, a stoc d.	ktake is not ı	required, ju	ıst tell u	us the total		
7. Work	in progress							
		but not invoiced for ost, labour cost, and			S		-	
(Please r	retain workpa	pers to support this	total)					
8. Partic incl GST PURCHA	·)	fixed assets purch	nased or so	ld (That co	st ove	r \$1,150.00		
Date	New (N) Used (U)	Description	Price in GST	ıcl Asse Trade		Value incl GST		
							]	
		ase provide Hire Purade-in details, Cop			an Agre	eements,		
Date	Description	1		Price incl GST	Asset	Scrapped	]	
							1	
							_	
							1	



9. Mortgage / Loan change	es		
Please supply:			
<ul><li>Copies of bank loan</li><li>Copies of loan agree</li></ul>			
10. Car expenses			
will then be used for the nex	car expenses that are t three years at which	a period of three months to business related. This percentage time a new log book may need to ss percentage is still valid.	
Log kept from	to	to cover three years ending	
<del></del>			
Please advise the private po	rtion of vehicle usage		
Where you have kept a mile total mileage travelled during		ilometres only, please state the	
Have GST adjustments been	n made for private use	e during the year?	
% km			
If yes, please supply details.			
11 Out of packet synapse	0 (010)		
11. Out of pocket expense	s (etc)		
Please give details of any buyear: (ie not paid out of your possible.		d from private sources during the ent) – supply receipts where	
Payee	Expense	Amount incl GST	
12. Goods taken for own u	se but not paid for		
Details:			
Cost incl GST \$			



Have these been adjusted for in GST returns?	
13. Entertainment expenses	
Please provide details of business expenditure on food, beverages and recreation.	
14. Goods and Services Tax (GST)	
Diagonal bridge in consists of commentated CCT actions for the comment of the com	
Please bring in copies of your completed GST returns for the year and supporting work papers.	
work papers.	
15. Fringe Benefit Tax (FBT)	
ion i migo zonom rux (i z i )	
Please supply copies of all returns filed relating to the 2021 financial year and any	
supporting work papers.	
16. Insurance	
Disease supply a convert incurrence invoices providing a breakdown of the promium	
Please supply a copy of insurance invoices providing a breakdown of the premium paid for analysis of expense.	
paid for analysis of expense.	
17. Legal Transactions	
Please provide copies of all invoices for legal fees paid.	
If you have purchased a property or properties during the year please provide the	
following:	
• Conv. of Cala and Durchago Agreement	
Copy of Sale and Purchase Agreement     Copy of Solicitors Settlement Statement	
Copy of Solicitors Settlement Statement	
Copy of Solicitors Settlement Statement	
<ul> <li>Copy of Solicitors Settlement Statement</li> <li>Copy of Solicitors Statement of Account</li> </ul>	

Thank you for completing this questionnaire.

Please don't forget to sign and date the front page.