

Information required to prepare your 2018 tax returns

You should provide to my office the following information to prepare tax returns for your business and yourselves:

As at 31 March 2018:

Perform a stocktake of product at cost price or net realisable value. Note this is not required if your stock is valued at less than \$10k, an estimate will suffice.

Calculate total monies outstanding by debtors. Deduct from this bad debts, i.e. those whom you do not expect to receive payment from.

Calculate total monies outstanding to your creditors. Please detail what each expense is for, and how much is owed to each creditor.

Other information required is:

Bank statements, chequebooks and deposit books for the year or cashbook detailing the analysis of income and expenses for the year, if you are keeping one. For those clients using an MYOB product or another that can be imported into MYOB, talk to Dean to ascertain the best format to send, and other computerised clients a copy of trial balance and general ledger. If you are using Xero, send Dean (dean@reesaccounting.co.nz) an invitation for access as financial advisor with manage users privileges and we can print reports and do any data transfer as required from our end. If you are unsure what this means give us a call and Dean can talk you through the steps.

Remember to backup your data regularly (daily, weekly, monthly and **before** you make a system change), know where it is stored on the system, and especially backup **before** year end rolling over.

A copy of GST returns if prepared by self for the year.

Copy of monthly wages payment summaries sent to IRD.

Details of any plant, vehicles, land, and other assets purchased during the year.

- List any expenses paid privately or personal assets introduced to business.
- Totals of cash/stock taken for private use.

Details of any loans taken out during the year for business purposes.

Details of any EQC/Insurance payouts and repairs undertaken for rental properties or business premises

Raelene Rees

Details of house expenses if a portion of your house is used for business. Please calculate the % based on square footage and list the annual cost of: power, rates, building insurance, mortgage interest, and annual repairs.

Please indicate what % of motor vehicle expenses is business related. A logbook should be kept for a three-month period that can qualify for up to three years as long as the appropriate business % does not significantly change.

As far as entertainment goes, please indicate what each expense was for and I will adjust them for personal %.

All receipts for donations.

Please provide names and date of birth of any dependent children under the age of 18 to see if you qualify for working for families tax credit.

Please forward to my office details for your personal tax return including interest and dividend income. We can access IRD for your wages earned for the year.

We also require details of any overseas pensions received during the year.

If this information is not forwarded to me prior to 28 August 2018 please make your first 2019 provisional tax instalment based on 2017 trading figures.

Please contact my office if you have any queries regarding this and I ask that you sign below and return with your year's information.

I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Signed.....

Date.....