

## BUSINESS INFORMATION CHECKLIST FOR YEAR ENDED 31<sup>ST</sup> MARCH 2023

Entity Name:	Date:
Address:	Postal Address:
Telephone:	Mobile:
Fax:	Email

***Please answer all questions. As the information you provide will be used for tax purposes, it is important that the information that you supply us is accurate and complete. If you have queries, please contact us.***

To: Greenlane CA Limited

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns.

I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that I am/we are responsible for the payment of all taxes. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorized to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department, and other persons or organizations to obtain such further information as you may require in order to carry out the above assignments.

.....  
Client Signature

.....  
Date

Please provide the following and tick whichever is applicable.

<b>Bank Statements</b> For the full year plus one month after balance date.		<b>GST Returns</b> Include all returns and work papers for the year as well as IRD assessments unless completed by us.	
<b>Cheque Butts and Deposit Books</b> For the full year plus one month after balance date.		<b>FBT Returns</b> Include all returns and work papers for the year unless completed by us.	
<b>Cash Books</b> Include bank reconciliations.		<b>Interest Certificates</b> Provide all tax deduction certificates.	
<b>Dividend Certificates</b> Provide all tax deduction certificates.		<b>Rebates Notices</b> Provide all rebate notices.	
<b>Computer Software</b> Include computer disks or a printout of the trial balance and general ledger.  Name and version of software used. Software .....  Version .....  Password .....		<b>Logbook</b> A new logbook must be maintained for every vehicle used partly for the business unless you have paid FBT for it. A new logbook must be maintained every 3 years for a 3-month period. If you have completed a new logbook this year, provide us with the book.	
<b>Mortgage &amp; Loan Documents</b> Details of payments during the year and outstanding balance and new loans.		<b>Credit Card Statements</b> Provide details if used for business purpose.	
<b>Insurance Premium Notices</b> Provide details of premiums on buildings, plant and machinery, vehicles, household, and personal effects.		<b>Solicitor Statements</b> For business related transactions.	
<b>Invoices &amp; Receipt Files</b> For full year plus one month after balance.		<b>Property Valuations</b> Provide a copy of any Government valuations of your properties received this financial year.	
<b>Investments (includes Co-op)</b> Provide confirmation of shares or term deposits that you hold. Co Name & No of shares ..... .....  Bank and Amount Deposited ..... .....		<b>Business Use of Home</b> Provide details for the current year:  Mortgage interest or rent paid \$..... House & Contents Insurance \$..... Phone & Tolls \$..... Electricity & Gas \$..... Rates \$..... Repairs \$..... % of floor area used for business ..... % Cost of house if first year claimed \$.....	

<p><b>Asset Purchases/Sales</b> Did you buy/sell or write off any assets during the year? Provide details.</p> <p>Purchases (attach details of any trade-ins)</p> <table border="1"> <thead> <tr> <th><u>Date</u></th> <th><u>Description</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	.....	.....	.....	.....	.....	.....	.....	.....	.....		<p><b>Inventory</b> You need to undertake a stock take at the end of the financial year (inventory must be valued at the lower of cost or net realizable value, GST excluded). Work in progress must be accounted for if not yet billed out (including materials used, labor cost to date, portion of overheads).</p> <p>Work in progress     \$.....incl/excl</p> <p>Raw Materials         \$.....incl/excl</p> <p>Finished Goods        \$.....incl/excl</p>	
<u>Date</u>	<u>Description</u>	<u>Amount</u>													
.....	.....	.....													
.....	.....	.....													
.....	.....	.....													
<b>Other Information Required</b>															
<p><b>Cash on Hand</b></p> <p>Unbanked takings at balance date     \$.....</p> <p>Petty cash on hand                         \$.....</p> <p>Till floats                                         \$.....</p> <p>Lay-by monies held                             \$.....</p> <p>Deposits in advance                          \$.....</p>		<p><b>Private Use of Business Assets/Expenses</b> (if not allocated to Drawings)</p> <table border="1"> <thead> <tr> <th></th> <th><u>\$ or %</u></th> </tr> </thead> <tbody> <tr> <td>Vehicle</td> <td>.....</td> </tr> <tr> <td>Computer</td> <td>.....</td> </tr> <tr> <td>Power</td> <td>.....</td> </tr> <tr> <td>Telephone &amp; Tolls</td> <td>.....</td> </tr> <tr> <td>Goods for own Use</td> <td>.....</td> </tr> </tbody> </table>		<u>\$ or %</u>	Vehicle	.....	Computer	.....	Power	.....	Telephone & Tolls	.....	Goods for own Use	.....	
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<p><b>Monies Banked Privately</b> Provide details of income that was not banked into main account.</p> <table border="1"> <thead> <tr> <th><u>Type of Income</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....</td> <td>\$.....</td> </tr> </tbody> </table>	<u>Type of Income</u>	<u>Amount</u>	.....	\$.....	.....	\$.....		<p><b>Entertainment Expenses</b> Attach details of any entertainment expenditure paid (who, what for, when and where)</p>							
<u>Type of Income</u>	<u>Amount</u>														
.....	\$.....														
.....	\$.....														
<p><b>Expenditure Paid for Privately</b> Provide details of business related expenses from personal funds.</p> <table border="1"> <thead> <tr> <th><u>Type of Expense</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....</td> <td>\$</td> </tr> </tbody> </table>	<u>Type of Expense</u>	<u>Amount</u>	.....	\$.....	.....	\$		<p><b>Repairs &amp; Maintenance</b> If the owners have free use of property owned by a trust, identify expenditure relating to that property.</p>							
<u>Type of Expense</u>	<u>Amount</u>														
.....	\$.....														
.....	\$														
<p><b>Private Funds Introduced</b> Provide details of private funds banked into business.</p> <table border="1"> <thead> <tr> <th><u>Date Banked</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....</td> <td>\$.....</td> </tr> </tbody> </table>	<u>Date Banked</u>	<u>Amount</u>	.....	\$.....	.....	\$.....		<p><b>Contingent Liabilities</b> Provide details of liabilities existing at year end.</p> <table border="1"> <thead> <tr> <th><u>Type of Contingency</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....</td> <td>\$.....</td> </tr> </tbody> </table>	<u>Type of Contingency</u>	<u>Amount</u>	.....	\$.....	.....	\$.....	
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<p><b>Other Funds Introduced</b> Provide details of any overseas income, trust distributions or income from Maori Authority during the year.</p> <p><u>Details</u>                      <u>Gross Amt/ Tax Deducted</u></p> <p>.....</p> <p>.....</p>		<p><b>Gifts</b> Provide details of any debts owed to you forgiven during the year.</p> <p><u>Details</u>    <u>Amount</u></p> <p>.....</p> <p>.....</p>	
<p><b>Employers</b> Amount of PAYE deducted but not paid to IRD at balance date            \$.....</p> <p>Provide details of any accommodation provided to any workers during the year.</p> <p>.....</p> <p>Provide details of benefits paid to workers during the year.</p> <p>.....    \$.....</p> <p>.....    \$.....</p>		<p><b>Bad Debt</b> Ensure you have written off any bad debts in your ledger prior to balance date.</p> <p>Total amount written off (inc GST) \$.....</p>	
<p><b>Refund</b> If your tax calculations result in a refund and you are a Provisional Tax payer, do you want it</p> <p>Y/N</p> <p>Banked in Account: .....</p> <p>Or</p> <p>Offset against provisional tax liability if any</p> <p>Y/N</p>		<p><b>Partnership Clients Only</b> Please advise if any partner is NOT physically involved in the partnership activities (for ACC purposes only)</p>	
<p><b>Company Clients Only</b> Provide details of changes to shareholdings.</p> <p><u>Shareholder</u>                                      <u>Purchased/Sold</u></p> <p>.....</p> <p>.....</p> <p>Any changes to directors or addresses?</p> <p>Y/N</p> <p>.....</p> <p>.....</p>		<p><b>ACC</b> If you are not on CoverPlus Extra and wish to consider this option, please indicate.</p> <p>Copy of accounts to third parties:</p> <p>To your Bank?    Y/N</p> <p>Anyone else? Provide details.</p> <p>.....</p>	

Name of Creditor	Expense Category	Code Number	GST \$	Total Amount \$
		<b>Total</b>		<b>\$</b>

Name of Debtor	Income Category	Code Number	GST \$	Total Amount \$
		<b>Total</b>		<b>\$</b>

**Additional Services**

To make our time together as meaningful and valuable as possible to you – you may wish to think about the following topics and indicate those you would like to discuss or learn more about.

**Please tick what is applicable to you**

<input type="checkbox"/>	Goal setting
<input type="checkbox"/>	Business plans
<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Profit improvement plans
<input type="checkbox"/>	Training
<input type="checkbox"/>	Interim/Periodic reporting
<input type="checkbox"/>	Payroll processing
<input type="checkbox"/>	Benchmarking your business
<input type="checkbox"/>	Trusts
<input type="checkbox"/>	Wills
<input type="checkbox"/>	Partnership deeds
<input type="checkbox"/>	Insurances - Income
<input type="checkbox"/>	- ACC – CoverPlus Extra
<input type="checkbox"/>	- Life
<input type="checkbox"/>	- Medical
<input type="checkbox"/>	- Business
<input type="checkbox"/>	Investments
<input type="checkbox"/>	Personal finances
<input type="checkbox"/>	Superannuation
<input type="checkbox"/>	Employment issues
<input type="checkbox"/>	OSH issues
<input type="checkbox"/>	Record-keeping
<input type="checkbox"/>	Relationship Property Act
<input type="checkbox"/>	'Computerising' my business
<input type="checkbox"/>	Review of internal controls
<input type="checkbox"/>	Personal and business 'health' check
<input type="checkbox"/>	What's keeping me awake at night .....
<input type="checkbox"/>	Other .....