



Check List

Business and Rental Property transactions

NAME:**Check:**

Bank Statements

☐

For the period: (example: 01-04-2013 to 31-03-2014)

For all Current and Saving Accounts you use.

If there are Personal Bank accounts and business expenses and/or business income on that bank account, please include these statements too.



Accounting Software & Ledger Book

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If you have used accounting computer software/program, please provide print-outs of the trial balance list and a break down of the groups and totals.

If you have recorded all your business transactions in a handwritten cashbook or ledger or bank book, please provide these records.



Invoices and Chequebooks

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If you have written out cheques during the financial year, please provide the relevant chequebooks.

Please provide the invoices relating to your business expenses.



GST Reports

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All GST reports that were filed in the tax year period.

Calculation of the totals for Sales/Services and Expenses.



Bank Loan Statements

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If you have a Mortgage or Business Loan(s), include End of year statements that show the balance as per 31-03 and total interest paid for the Financial Year.



Investment Statements

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If you have investments with a Bank or any other Financial Institution please provide the statements that show interest/dividend received and the WithHolding Taxcredits.

These statements usually also show Imputation Tax credits.



Salary and Wages

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If you have been employed and received wages from your employer please provide the annual wage statement or at least one wage slip with the PAYE calculations.



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Check:

Credit Cards/CRT Statements

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If you have used bank credit cards or have used credit cards with stores (CRT/PGG or Farmer) or any other loyalty cards, please provide statements



Cash

☐

If you have received cash payments, but not deposited these into your bank account, please provide a list of these amounts.



Stock on Hand/Debtors/Creditors

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Please provide a stock take & Balance Debtors&Creditors as per 31-03.



Business/Personal Use %

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If you use part of your home as an office or storage for business use, please provide the expenses like Rates, electricity, Insurance, Phone and internet. Please indicate the % of Business use.



Fixed Assets

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If you have made purchase(s) over \$ 500.00 or assembled items that would add up to over \$ 500.00 and will last you more then one business year, please provide copies of the invoices of the purchases.



Wages/Employment

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If you have paid wages to staff, please provide all records or transactions.



Donation(s)

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If you have made donations, please provide original receipts.



Notes

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If you have any other information that you like to enclose, please make notes.
