

2018 Checklist for Financial Statements



Client Name: _____

Below is a list of the types of records we require from you to complete your financial statements – please note that you may not need to give us everything on this list – this list serves more as a prompt to consider the records you need to let us have. If you are using Xero you may want to scan and upload these items to your Xero files.

Information Required		Comments
For Balance Dates - 28/02/18 - 31/03/18 - 31/05/18 or 30/06/18		
Stocktake	A list or total of your stock on hand at balance date at cost price (excl GST)	
Debtors/Accounts Receivable	A list of people who owe you money as at balance date	
Creditors/Accounts Payable	A list of people who you owe money to as at balance date	
Transaction Details	If not already provided we will need details of all transactions through your business bank accounts	
Bank Accounts	Bank Statements showing balances as at balance date	
GST Workings	All records for returns filed for the year	
Loan Statements	Loan Statements covering the whole year	
Legal Transactions	All solicitors statements and Sale and Purchase agreements you entered into during the year	
Insurance Payments	Annual insurance renewal notices	
Hire Purchase Agreements	Copies of agreements entered into during the year	
Asset Purchases	Invoices and descriptions for assets bought during year	
Cash on Hand	Details of any unbanked cash as at balance date	
Cash Jobs -unbanked cash	Details of any "cash jobs" you have done during the year.	
Goods for Private Use	Value of goods taken for private use (at cost price, excl GST)	
Work in Progress	Details of any work that you have done which isn't billed out yet	
Use of Home as Office	Details of your home office area and expenses for the home	
Other Income	Please tell us about any income you received that wasn't banked	
Wages & PAYE	A summary from your payroll software showing total gross wages and allowances paid for the year	
Charitable Donations	Receipts for donations made	
Investment Income	Dividend Receipts and Annual RWT Certificates	