

**INFORMATION REQUIRED TO PREPARE ANNUAL ACCOUNTS  
FOR THE YEAR ENDING 31 MARCH 2005**

We require the following information in order to prepare your Financial Accounts for the year ending 31 March 2005. Your prompt completion and return of this form and accompanying data will assist us in the early completion of your accounts. Please note that some of these items may not be applicable to your business.

***THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO OUR OFFICE ALONG WITH THE FOLLOWING ACCOUNTING RECORDS.***

**RECORDS REQUIRED**

Tick

- |  |   |                          |
|--|---|--------------------------|
| 1.   | Bank Statements, credit card statements, cheque butts, deposit books, day books and cash books as applicable from 1 April 2004 to 31 March 2005.  | <input type="checkbox"/> |
| 2.   | If you maintain a computerised cashbook or general ledger system then please contact us to discuss which reports you need to provide to us.   | <input type="checkbox"/> |
| 3.   | Provide details of bankings from non-trading sources (eg personal funds introduced, loans raised, legacies, lottery or gambling winnings, sale of capital items)  | <input type="checkbox"/> |
| 4.   | Provide details of private funds used for business purposes but not recorded through your business bank account.  | <input type="checkbox"/> |
| 5.   | Copies of Goods and Services Taxation Returns relating to GST periods for the year ending on or before the 31 March 2005, plus any working papers   | <input type="checkbox"/> |
| 6.   | Copies of Fringe Benefit Tax Returns relating to the year ended 31 March 2005, plus any working papers. <b>NOTE - there is no need to send these in if you filed "NIL" Returns.</b>   | <input type="checkbox"/> |
| 7.   | Details of food and beverages that have been provided to employees, along with all invoices relating to entertainment expenditure incurred during the year.   | <input type="checkbox"/> |
| 8.   | <b>PERSONAL INCOME</b><br>Please provide details of personal income received:   |                          |
| (a)  | Interest received - please obtain interest PAYE deduction certificates, (IR15 Forms), from your various financial institutions.   | <input type="checkbox"/> |
| (b)  | Dividends received and overseas income. (Should you have any investments in Foreign Investment Funds, please ensure these are included to avoid heavy penalty taxes).   | <input type="checkbox"/> |
| <b>NOTE – Dividend certificates must be provided</b> |   |                          |
| (c)  | Receipts for donations to church or charitable organisations. Note that each receipt must be \$5.00 or more. Also note that school fees are no longer deductible, however, if the payment is made in the form of a donation it is deductible. | <input type="checkbox"/> |
| (d)  | Housekeeping/Childcare – please provide details if you employed a housekeeper or paid money to a day nurse, creche etc.   | <input type="checkbox"/> |



**14. ASSETS PURCHASED**

Please give date, description and cost of new items of plant or any other Capital Assets purchased during the year, together with full details of any trade-ins.

Date	Description	From Whom Purchased	Cost	Trade-Ins

Please attach copies of any Hire Purchase or Lease Agreements entered into during the year.

Attach copies of any Solicitor's Statements relating to the purchase or sale of property or any other business transactions.

**15. ASSETS SOLD**

Please give date, description and purchaser of Plant or any other Capital Assets sold during the year.

Date	Description	To Whom Sold	Cost	Trade-Ins

16. Private Use of Motor Vehicles paid by business (private % as per log books).

Vehicle Description \_\_\_\_\_

**NOTE :** All motor running expenses must be separated to indicate which vehicle they relate to.

17. What value of goods have been taken for private use (at wholesale value?)

**18. FAMILY ASSISTANCE**

Complete the following details if you are looking after any children who were 18 years old or younger. (Note that children who have left school do not qualify for Family Assistance from the day after they left school).

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ IRD No. \_\_\_\_\_

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ IRD No. \_\_\_\_\_

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ IRD No. \_\_\_\_\_

**Please provide details of any Family Assistance received by you or your spouse during the year.**

**TO BE COMPLETED IN ALL CASES**

**TO ASHTON WHEELANS & HEGAN LIMITED**

I/We \_\_\_\_\_ authorise you to prepare 2005 financial statements and tax returns from the information and records I have supplied to you. You are authorised under the terms of the Privacy Act (1993) to access information held by my bankers, solicitors, finance companies and the Inland Revenue Department that may be required to carry out our assignment. 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 \_\_\_\_\_

Please note that the Financial Reporting Act requires that the directors complete the financial statements within 5 months of balance date. This can be extended to 9 months for exempt companies where there is a unanimous resolution of shareholders.