



# AUTHORISATION FOR COMPILATION OF ANNUAL FINANCIAL STATEMENTS & TAXATION RETURNS FOR THE YEAR ENDED 31 MARCH 2024

Entity Name(s) & IRD Number(s):

I/We instruct Chung Associates Limited to prepare the financial statements and/or taxation returns for the 2024 financial year. I/We undertake to supply the information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to and accordingly will not result in the expression by you or an opinion on the financial statements or tax return insofar as third parties are concerned.

## Authorisation to obtain information subject to the Privacy Act

In order to assist in the preparation of the Financial Statements and Tax Returns, I/We authorise Chung Associates Limited to obtain information from Inland Revenue (except NCP or CPR), Bank, Solicitor, ACC, Finance Companies and other parties who may be able to assist directly with the information required. This includes obtaining information by phone, online services and any other communication channels available on Inland Revenue and other financial institutions' websites.

### Signed by:

*(Please ensure all signatories sign below)*

Full Name: .....

Full Name: .....

Position:.....

Position: .....

Signed: .....

Signed: .....

Date: .....

Date:.....

# CHECKLIST FOR ANNUAL FINANCIAL STATEMENTS & TAXATION RETURNS

FOR THE YEAR ENDED 31 MARCH 2024



Listed below is a checklist to assist you in assembling the records and documents necessary for the preparation of a full and correct set of Financial Statements, Taxation, Statistical and Statutory Returns.

Once you have completed the checklist and assembled the necessary records and documents, please forward them to our office via post or email.

As a reminder, if you hold stock, a stock take will be required at 31/03/2024.



## RECORDS REQUIRED (Please ✓ each to indicate completion)

### RECORD OF TRANSACTIONS

- Electronic bank statements in .csv format for all business transactions during the year.  
OR Computer Ledger Backup/Print Out/Access
- Bank statements showing closing balance at 31/03/24 for all business bank accounts and full year bank statements for personal accounts if they contain business transactions.
- Loan statements and annual summary for the year for all business related loans.
- Copies of GST returns and workings supporting the returns.
- Copy of your wage records including workings supporting returns.
- Copies of solicitors' statements or other contracts, such as hire purchase agreements, relating to contracts or legal matters.

#### ○ Accounts Payable:

All accounts owing by you should be scheduled showing GST (or the accounts paid after balance date marked clearly on the bank statements or cashbook which also show GST).

#### ○ Fixed Assets:

Please provide details (preferably invoices) of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant and equipment, and properties. Where appropriate include details of trade-ins and finance agreements.

Has GST been accounted for to the Inland Revenue Department for Fixed Assets sold and purchased and recoveries of insurance claims?

YES/NO

#### ○ Investments:

Attach details (preferably brokers contracts and dividends slips) of investments purchased and sold, and dividends and interest received from any investments during the year.

#### ○ Mortgages, Loans and Finance Leases:

Details of loans or mortgages raised or repaid during the year (preferably including agreements showing interest rate & repayment terms and solicitors statements).

#### ○ Home Office:

If you have an office at home used for business purposes please advise:

- Area of office
- Area of house
- Mortgage interest
- Rates, Power and Heating, House and Content Insurance, Repairs and Maintenance, and Phone & Internet.

### INFORMATION REQUIRED

- **Cash on Hand: \$** \_\_\_\_\_  
Cash on Hand should include cash floats and cash sales prior to balance date but not banked until after balance date.
- **Accounts Receivable: \$** \_\_\_\_\_  
All accounts owing to you should be scheduled and any bad or doubtful debts included on this schedule should be clearly marked.
- **Work in Progress: \$** \_\_\_\_\_  
(Delete One)      excl/incl GST  
Work in Progress should include material cost, labour cost and overhead content.
- **Stock on Hand: \$** \_\_\_\_\_  
(Delete One)      excl/incl GST  
Stock should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at the lower of cost or net realisable value.

## GENERAL INFORMATION

- Were all takings banked into your business trading bank account? **YES/NO**  
If no enter the amounts not banked, but applied:
  - For personal expenditure \$ \_\_\_\_\_
  - For business expenditure \$ \_\_\_\_\_
  - Lodged into other bank account  
\$ \_\_\_\_\_  
Please attach details
- Did any members of your family or your spouse provide assistance in the business? **YES/NO**
  - If YES, the number of hours per week that they worked on average in business  
\_\_\_\_\_ hrs/wk
  - The amount of wages or other remuneration that was paid to them during the year.  
\$ \_\_\_\_\_
- The value of goods taken for private use at their cost price excluding GST \$ \_\_\_\_\_.
- Costs including GST of personal goods and services included in monthly business.
- The proportion of motor vehicle business use as established by business running recorded in your vehicle log book(s).  
  
Business \_\_\_\_\_ km  
  
Total \_\_\_\_\_ km  
  
Business Percentage \_\_\_\_\_ %

## ADDITIONAL INFORMATION FOR TAX RETURN

- **Personal Income**  
Please provide details of income not included in financial statements, for example:
  - Interest
  - Dividends
  - Superannuation
  - Overseas Income
  - Income from Crypto Assets
  - Rents received (Gross & Expenses)
  - Short-term rental income (AirBnB etc.)
  - Share in estate
  - Share in Partnership
  - Income tested benefits
  - Other income
- **Donation Rebates**  
Please provide receipts for any donations made during the year
- **Working for Families Tax Credits**
  - Please provide details of children's names, date of birth, IRD numbers (if any) and child school leaving date

- Maintenance/child support received or paid to a former spouse and details of share custody agreement
- Average number of hours you and/or partner worked each week during the year
- Other income types received by yourselves or your children.

### ○ Student Loan

Please provide details of your loan balance and voluntary payments made during the year.

### ○ Sale and Purchase of Property (Bright line Test)

Please provide details of any property purchased or sold during the year and was not your personal residence.

- Sale & Purchase Agreement
- Settlement Statement
- Date of initial purchase
- Code of Compliance Certificate showing date issued
- Total cost (Purchase price & other capital costs)
- If property owned by more than yourself, please provide % of ownership

## TRUSTS

- If applicable, please provide copies of:
  - Any variations to Trust Deeds
  - Gift Statements for gifts made during the year
  - Any specific decisions of trustees regarding the distribution of income for the year.

## PRIVATE COMPANIES

- Has there been a change in the:
  - address of registered office YES/NO
  - Directors YES/NO
  - Shareholding YES/NO
- The general nature of my business has/has not changed during the past 12 months. Please note any changes:  
\_\_\_\_\_  
\_\_\_\_\_
- My financial statements are to be used for the following purposes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete if contact details have changed:**

Home Phone.....  
Work Phone.....  
Mob Phone.....  
Email.....

**THANK YOU FOR COMPLETING THIS CHECKLIST.  
PLEASE DON'T FORGET TO SIGN THE AUTHORISATION SECTION.**