



Entity Name:

Compilation Terms

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for above named entity for the year ended 31 March 2019. I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

Contact Information

Have there been any changes to your contact information? If yes, please provide details.

Address: _____

Phone: _____

Email: _____

Changes in Taxable Activity or Contact Information

Have there been any trading, investment or internal management aspects that have changed during the year? If yes, please provide details.

Account Manager

As well as your usual partner contact, should you have any queries, please contact your Account Manager on 09 262 0726 or info@blnz.co.nz

Dated: _____

Name of Signature: _____

Signed: _____

Please complete the checklist on the next page to ensure you have provided all the applicable information.

Without the signed terms of engagement above and information we cannot schedule your work.



Accounting Information (if applicable)

Page Completed N/A

A balanced and reconciled Cash Book/MYOB/Xero/Banklink		<input type="checkbox"/>	<input type="checkbox"/>
List of Debtors – money owed to you (if not in Xero/MYOB)	3	<input type="checkbox"/>	<input type="checkbox"/>
Cash on Hand/Sales not Banked	3	<input type="checkbox"/>	<input type="checkbox"/>
Stock on Hand and Work in Progress	3	<input type="checkbox"/>	<input type="checkbox"/>
Record of Assets Purchased/Sold/Disposed	4	<input type="checkbox"/>	<input type="checkbox"/>
List of Creditors – money you owe (if not in Xero/MYOB)	5	<input type="checkbox"/>	<input type="checkbox"/>
List of Payments received in advance	5	<input type="checkbox"/>	<input type="checkbox"/>
Home Office Expenses	6	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Expenses	6	<input type="checkbox"/>	<input type="checkbox"/>

Bank Information

Enclosed N/A

Bank Statement showing closing bank balance as at 31 March 2019 (for all business bank accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Loan Statement showing closing bank balance as at 31 March 2019 (for all business loan accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Credit Card Statement showing closing bank balance as at 31 March 2019 (for all business credit card accounts)	<input type="checkbox"/>	<input type="checkbox"/>
Interest RWT Certificates from 1 April 2018 to 31 March 2019	<input type="checkbox"/>	<input type="checkbox"/>
Dividend Certificates from 1 April 2018 to 31 March 2019	<input type="checkbox"/>	<input type="checkbox"/>
Investment Portfolio reports from 1 April 2018 to 31 March 2019	<input type="checkbox"/>	<input type="checkbox"/>

**Lease and Legal Information from 1 April 2018 to 31 March 2019
(if applicable)**

Enclosed N/A

All Lease/HP Agreements entered into	<input type="checkbox"/>	<input type="checkbox"/>
All Legal Statements relating to business purchases/sales or property purchases/ sales (settlement statements, sale and purchase agreements)	<input type="checkbox"/>	<input type="checkbox"/>

**Checklist for Trading Trusts from 1 April 2018 to 31 March 2019
(if applicable)**

Enclosed N/A

Were there any changes to beneficiaries or trustees? (If Yes, Please Provide Information)	<input type="checkbox"/>	<input type="checkbox"/>
Did any settlor or trustee move to a different country? (If Yes, Please Provide Information)	<input type="checkbox"/>	<input type="checkbox"/>
Were there any gifts made during the period? (If Yes, Please Provide Information)	<input type="checkbox"/>	<input type="checkbox"/>
Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared? (If Yes, Please Provide Information)	<input type="checkbox"/>	<input type="checkbox"/>



Debtors (Accounts Receivables)

Gross Amount

money owed to you but not received as at 31 March 2019 including GST.

Bad debts must be written off by 31 March 2019 if you do not consider them to be collectable.

	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Total

Cash on Hand as at 31 March 2019 (if applicable)

Gross Amount

Till Float	<input type="text"/>
Petty Cash	<input type="text"/>
Cash Sales (not yet banked)	<input type="text"/>
Deposits not banked to business bank accounts	<input type="text"/>
	<input type="text"/>

Total

Stock on Hand as at 31 March 2019 (if applicable)

Amount Excl. GST

Inventory at balance date (should be lower of cost, first-in first-out basis, or net realisable value)	<input type="text"/>
Value of any goods taken for private use	<input type="text"/>
Value of work in progress (include material costs, labour & overheads)	<input type="text"/>

Total



Fixed Assets – Purchased between 1 April 2018 to 31 March 2019

Asset	Purchase date	Cost inc GST	Financed Y/N

Fixed Assets – Sold/Disposed between 1 April 2018 to 31 March 2019

Asset	Sale Date	Cost Incl GST

Fixed Asset Review

Please review your Fixed Asset Schedule provided with the previous year's Financial Statements for any changes that may have occurred and note them below:



Home Office Expenses (if applicable)

If you use any part of your home for business purposes, please complete the following.

Property Address:

Total Area Used for Business	<input type="text"/>	m2
Total Area of Home (Including Garage)	<input type="text"/>	m2

Total Costs for the period 1 April 2018 to 31 March 2019

Power	<input type="text"/>	\$
Insurance	<input type="text"/>	\$
Rates (Water & Land)	<input type="text"/>	\$
Interest on Mortgage(if any)	<input type="text"/>	\$
Rent (if any)	<input type="text"/>	\$

Motor Vehicle Expenses – (Sole Traders, Partnerships, Trusts)

Total km's travelled during the year	<input type="text"/>	Km
Total business km's related travel during the year	<input type="text"/>	Km

Please note: A logbook must be completed every three years (unless there is a substantial change in business/private use). Without a logbook a business claim is restricted to a maximum of 25%.

Motor Vehicle Expenses – (Companies)

	Yes	No
Are all vehicles registered in the name of the company?	<input type="text"/>	<input type="text"/>
Do you store these vehicles at your private residence for security purposes?	<input type="text"/>	<input type="text"/>
Are these vehicles "work related vehicles"? – see below	<input type="text"/>	<input type="text"/>
A vehicle is a " work related vehicle " if all of the following four criteria are met:		
1) Vehicle design is not principally to carry passengers; and		
2) Company name / logo is permanently and prominently displayed; and		
3) Documented notification to employees re private use restrictions; and	<input type="text"/>	<input type="text"/>
4) You (or an employee) don't have the option to use the company vehicle for non-work related activities		
Are any of the vehicles available for private use?	<input type="text"/>	<input type="text"/>
If Yes, please provide below if there were times when the vehicle(s) were not available for private use e.g. away on holiday, car is in a repair workshop, working out of town		
Vehicle		
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	