

## **2020 Financial Year (1 April 2019 - 31 March 2020)**

To enable us to finalise your end of year accounts we require the following information please, at your earliest convenience.

Please use this list as a prompt of information to send in, and just write N/A for any that is not relevant to your business.

If you run your business using Xero we may have access to some of this information already, such as balances.

If you have any queries, please don't hesitate to call.

<b>FINANCIAL INFORMATION CHECKLIST – YEAR END 31 MARCH 2020</b>		<b>CHECK/ANSWER</b>
1	<b>Bank Statement/s</b> for your business account, showing the balance at 31 March 2020.	
2	<b>Resident Withholding Tax Certificates</b> Personal and business.	
3	<b>Any other income</b> eg income from interest, dividends etc.	
4	<b>Details of any Debtors as at 31 March 2020</b> <u>Money owed to you</u> / that you issued invoices for – on or before 31 March 2020, that was outstanding on that date	
5	<b>Details of any Creditors as at 31 March 2020</b> <u>Money you owed</u> to people / received an invoice for – before or 31 March 2020, that you hadn't paid by that date	
6	<b>Stock on Hand as at 31 March 2020</b> If less than \$10,000, then an estimate is fine, unless you'd like to do an accurate stocktake, or have done so at the end of March	
7	<b>Work in Progress</b> (if applicable) as at 31 March 2020	
8	<b>Loan summaries</b>	
9	<b>Vehicles</b> (movements in this financial year 1 Apr 2019 – 31 Mar 2020) Have you sold or purchased any vehicles that are in your company? If applicable please supply finance and/or purchase agreements and vehicle details.	
10	<b>Donations</b> Any donation receipts you may've paid privately or by the business	
11	<b>Business expenses you may have paid privately.</b>	
<b>HOME OFFICE CLAIM – IF APPLICABLE</b> To make your home office claim we will need the following information also please:		<b>CHECK/ANSWER</b>
	Rates (general and water)	
	Insurance (building)	
	Insurance (contents)	
	Power	
	Home phone/net	
	Repairs and Maintenance	
	Interest paid on mortgage (if applicable) OR Rent	
	<i>NB If the area of your office space or house has changed since last year, please advise.</i>	

Plus any other additional information you deem necessary or as you've supplied in the past.