

2025 BUSINESS CHECKLIST FOR PARTNERSHIPS & SOLE TRADERS

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps to:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.
- Ensure we can complete your financial accounts without delay.

It also helps us meet the quality control standards that are required of us as members of Chartered Accountants of Australia and New Zealand.

UPDATE OF DETAILS

Company Name:	_____
Nature of Business:	_____
Postal Address:	_____ _____
Email Address:	_____
Mobile Phone:	_____
Work Phone:	_____
Home Phone:	_____
Main Contact Person:	_____

BUSINESS INFORMATION CHECKLIST

1.	Xero or MYOB	Yes	No
	Do you use Xero or MYOB?		
	If Yes, state which one: _____		

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Audit | Tax | Consulting

Urbach Hacker Young International Limited is the administrative entity of the international UHY network of independent accounting and consulting firms. The UHY network is a member of the Forum of Firms.

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	<p>and provide the following:</p> <ul style="list-style-type: none"> • Bank statement showing balance at year end. • Cheque number of the last cheque written for the year _____. • List of any uncleared deposits at year end. 		
2.	<p>Other Accounting Package</p> <p>Do you use any other accounting software package? If Yes, please provide the following:</p> <ul style="list-style-type: none"> • Name of software and Version: _____ • Username and password: _____ • Annual Trial Balance as at balance date. • Balance sheet and profit and loss statement, as at balance date. • Detailed Annual General Ledger (transaction list by account). • Bank statement showing balance at year end. 	Yes	No
3.	<p>Electronic/Manual Cashbook and/or Bank Records</p> <p>Do you use either of the above methods to record your business transactions? If Yes, please provide:</p> <ul style="list-style-type: none"> • A copy of your cashbook. • Bank statements for the full year. • Bank reconciliation at year end; or • Details of any unpresented cheques at year end (e.g. overseas cheque accounts). • Details of any uncleared deposits at year end. 	Yes	No

<p>9.</p>	<p>Cash on Hand</p> <p>Do you have any unbanked takings, petty cash or till float on hand at year end?</p> <p>If Yes, please provide the GST inclusive figures below:</p> <ul style="list-style-type: none"> • Unbanked sales at year end \$ _____ • Cash Float at year end \$ _____ 	<p>Yes</p>	<p>No</p>
<p>10.</p>	<p>Sale/Purchase of Assets</p> <p>Did you sell, purchase or stop using any assets in your business during the year? (If Yes, please provide details separately)</p> <p>If you acquired or sold a business or part of a business during the year please provide a copy of the agreement and the 'Purchase Price Allocation' clause.</p> <p>Did you acquire, dispose of, use for purchases, or exchange any crypto assets/currencies or precious metals? If Yes, please provide details.</p> <p>Did you carry out any research and development in your business during the year? (If Yes, please provide details separately)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>
<p>11.</p>	<p>Loans/Hire Purchases</p> <p>Do you have any loans, hire purchase or lease agreements?</p> <p>If Yes, please provide:</p> <ul style="list-style-type: none"> • Confirmation of loan balances as at balance date. • Loan account statements, if available. • Details of any new loan or hire purchase or lease agreements. 	<p>Yes</p>	<p>No</p>

<p>12.</p>	<p>Goods and Services Tax (GST)</p> <p>Are you registered for GST?</p> <p>If Yes and we do not prepare your GST returns, please provide a copy of all workings to support your GST returns.</p>	<p>Yes</p>	<p>No</p>
<p>13.</p>	<p>Fringe Benefit Tax (FBT)</p> <p>Are you registered for FBT, or did you provide Fringe Benefits (Subsidised goods/services/transport, motor vehicles, insurances provided, loans provided)?</p> <p>If Yes and we do not prepare your FBT returns please provide a copy of all information and workings to support your FBT returns.</p>	<p>Yes</p>	<p>No</p>
<p>14.</p>	<p>Business Deposits</p> <p>Has your business income been deposited into your business bank account?</p> <p>If No, please provide details on a separate sheet with the date, amount including GST and details of the times not deposited.</p>	<p>Yes</p>	<p>No</p>
<p>15.</p>	<p>Deposits for Goods not yet supplied</p> <p>Have you received deposits for goods not yet supplied at year end?</p> <p>If Yes, please provide details on a separate sheet.</p>	<p>Yes</p>	<p>No</p>
<p>16.</p>	<p>Business Expenses Paid Privately</p> <p>Have any business expenses been paid from your personal funds and not been reimbursed by your business?</p> <p>If Yes, please provide details on a separate sheet with the date, amount including GST and details of the items.</p>	<p>Yes</p>	<p>No</p>
<p>17.</p>	<p>Personal Expenses Paid from Business</p> <p>Were any personal expenses paid for from the business bank account or business credit card?</p> <p>If Yes, please advise the date, amounts including GST and details of the personal expenses paid.</p>	<p>Yes</p>	<p>No</p>

	Have your GST returns been adjusted for this private use?	Yes	No
18.	<p>Goods for your Own Use</p> <p>Did you use any business goods or services for your own use?</p> <p>If Yes, please supply details on a separate sheet.</p>	Yes	No
19.	<p>Home Office/Workshop</p> <p>Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books/run your office?</p> <p>If Yes, please complete the following (compulsory):</p> <ul style="list-style-type: none"> • Total size of house + shed + garage in m²: _____ m² • Area used as office in m²: _____ m² • Area used as storage/workshop in m²: _____ m² <p style="text-align: center;">PLEASE NOW COMPLETE EITHER OPTION A OR B BELOW:</p> <p style="text-align: center;">OPTION A – EXPENSES OPTION</p> <p>Home Expenses: List the property expenses below:</p> <ul style="list-style-type: none"> • Interest on Mortgage: \$ _____ • Insurance – Dwelling and Contents: \$ _____ • Power/Gas: \$ _____ • Rates and Water Rates: \$ _____ • Rent: \$ _____ • Repairs and Maintenance: \$ _____ • Other (please specify): \$ _____ <p style="text-align: center;">OPTION B – SQUARE METRE RATE OPTION</p> <ul style="list-style-type: none"> • Interest on Mortgage: \$ _____ • Land Rates: \$ _____ • Rent: \$ _____ 	Yes	No

	<p>Plus: Utility expenses based on square metres used for home office calculated above x rate per square metre (UHY will calculate this for you). Rate for 2025: not available at time of publication (2024: \$53.10).</p>		
<p>20.</p>	<p>Motor Vehicles</p> <p>For a newly acquired vehicle of the business do you want to elect to use the mileage rate method?</p> <p>If yes, please advise the following:</p> <ul style="list-style-type: none"> - The mileage for the year (supported by a log book): _____ - The cc rating of your vehicle: _____ - Is the vehicle (circle one): Petrol Diesel Petrol Hybrid Electric 	<p>Yes</p>	<p>No</p>
<p>21.</p>	<p>Holiday Pay</p> <p>Did you have accrued holiday pay or bonuses at year end?</p> <p>If Yes, please provide details below:</p> <p>Holiday Pay \$ _____ Bonuses \$ _____</p> <p>How much of this was paid within 63 days after balance date?</p> <p>Holiday Pay \$ _____ Bonuses \$ _____</p>	<p>Yes</p>	<p>No</p>
<p>22.</p>	<p>Other Matters</p> <p>Are there any other matters we should be aware of? If Yes, supply details below (or on a separate sheet if necessary):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Yes</p>	<p>No</p>

	<p>Did the Partnership have any overseas investments during the year? If so, please provide details including details of any bank accounts and investments denominated in foreign currencies.</p>	<p>Yes</p>	<p>No</p>
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I confirm that the information provided within this checklist is true and correct and the checklist has been completed to the best of my ability:

Signature: _____ Date: _____