

End-of-Year Checklist for Trading Businesses for the year ended 31 March 2025

To ensure compliance with New Zealand's reporting standards and taxation law, please use the checklist below to gather the necessary information and documents for preparing your year-end financial statements.

1. General Information & Accounting System

Entity Details	
Name of the entity	
Your main point of contact at Biz Solutions	
For the financial year ended	31 March 2025

General		
Please, add the nature of your business activity		
Was the nature of business activity changed during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Was there any change in directors or shareholders during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Was the registered office changed during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Did the entity carry out more than one business activity?	Yes <input type="radio"/>	No <input type="radio"/>
Was your business operation ceased during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Was your entity registered for GST?	Yes <input type="radio"/>	No <input type="radio"/>
Was your entity registered as an employer?	Yes <input type="radio"/>	No <input type="radio"/>

Accounting Records & Data (if with Xero)		
Do you use Xero to record invoices & bills?	Yes <input type="radio"/>	No <input type="radio"/>
Is bank feed set up in Xero for all business banks?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use your personal accounts or other means for business?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose your personal bank statements for the year)		
Do you use Xero to prepare & file payroll?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use Xero to record/track inventories?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use Xero to record/track fixed assets?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use Xero to prepare & file GST return?	Yes <input type="radio"/>	No <input type="radio"/>
Was there any cash transaction during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		

Accounting Records & Data (if with other software)		
What accounting software do you use for business transactions?		
Does Biz Solutions have an access to your accounting software?	Yes <input type="radio"/>	No <input type="radio"/>
(If no, please grant an access to info@bizsolutions.co.nz with a manage user or admin access)		
Is bank feed set up with your accounting software?	Yes <input type="radio"/>	No <input type="radio"/>
(if no, please send us business bank statements)		
Do you use your software to prepare & file payroll?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use your software to prepare & file GST return?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use your software to record/track fixed assets?	Yes <input type="radio"/>	No <input type="radio"/>
Do you use your software to record/track inventories?	Yes <input type="radio"/>	No <input type="radio"/>
Was there any cash transaction during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		

2. Assets & Liabilities

Accounting Records & Data (if not using Xero or any other software)		
Please enclose bank statements, or any other relevant information for business transactions.		
Do you use your personal accounts for business transactions?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose your personal bank statements for the year)		
Was there any cash transaction during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please provide us with details)		

Stock on Hand		
Did you hold stock greater than \$10,000 (GST excl) at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify the value at balance date)	\$	
Was there any stock obsolete or discarded during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify the value at balance date)	\$	
Was there any stock taken for personal use during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify total value of goods taken for personal use)	\$	

Work in Progress		
Was there any work started, but not completed by balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify the value at balance date)		

Asset Purchases – Complete this section if there was asset purchased during the year		
Type of Asset (model, name, brand)	Cost Price (\$ (GST excl))	Date Purchased
*Please enclose copies of invoices, finance agreements if any for each asset		
*Please only list asset that is greater than \$1,000 cost price excluding GST		

Asset Disposal – Complete this section if there was asset disposed during the year			
Type of Asset (model, name, brand)	Sale Price (\$ (GST excl))	Date Disposed	Scrapped or discarded? (Y/N)
*Please only list asset that was previously capitalised			

Accounts Receivable		
Do you have a record of accounts receivable at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please send us a copy of your record if not available in Xero or other software)		
If no, was there any amount owing to you at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify GST inclusive value of amounts owed to you)	\$	
Was there debtor that was or should be written off at balance date?	Yes <input type="radio"/>	No <input type="radio"/>

Accounts Payable		
Do you have a record of accounts payable at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please send us a copy of your record if not available in Xero or other software)		
If no, was there any amount owed by you at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify GST inclusive value of amounts owed by you)	\$	
Was there creditor that is in dispute at balance date?	Yes <input type="radio"/>	No <input type="radio"/>

Cash on Hand		
Please specify amount of cash on hand at balance date		
Were there any cash sales not banked at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify amount of cash sales not banked)	\$	

Prepayment		
Were there amounts paid that have not been used at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify amount of cost paid, but not used)	\$	
(If yes, please specify the nature of cost paid)		

Bank Account		
Please enclose bank statement confirming the closing balance at balance date for all accounts		
Please enclose credit card statement confirming the closing balance at balance date (if any)		
Please enclose trading card statement confirming the closing balance at balance date (if any)		

Investment – Complete this section if there was investment held by entity at balance date			
Type of Investment (Share, term deposit, unit trust, bond, crypto asset, gold etc)	Cost Price (\$)	Date Purchased	Market Value at balance date (\$) (if known)
*Please enclose copies of statement confirming the closing balance at balance date			

Loan & Borrowings – Complete this section if there was loan held by entity at balance date		
Type of Loan (term loan, hire purchase, overdraft)	Bank (finance institution)	Closing Balance (\$)
*Please enclose copies of statement confirming the closing balance at balance date		

3. Income & Expenses

Passive Income – Complete this section if there was any passive income earned by entity		
Type of income (interest, dividend, royalties, overseas income)	Total Income for the year (\$)	Payer
*Please don't include any PIE income or interest income already available from MyIR		
*Please enclose copies of dividend statement if any was received during the year		
*Please enclose copies of overseas income statement or tax return if any was received		

Home Office – Complete this section if you used a portion of your home for business use	
Address of your home office	
Total floor area (M2)	
Total business storage area (M2)	
Total business office area (M2)	
Total rents paid	\$
Total mortgage interest paid*	\$
Total rates paid	\$
Total utility bills paid	\$
Total telephone & internet bills paid	\$
Total water rates paid	\$
Total building or house insurance paid	\$
Total body corporate levies paid	\$

Motor Vehicle Expenses		
Was the motor vehicle available for personal use?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, did you complete a log book for more than 3 months)	Yes <input type="radio"/>	No <input type="radio"/>
(if no, what is your estimated % for personal use during the year)	%	
(If yes, please enclose a copy of your logbook)		

Fringe Benefit		
Did you provide any non-monetary benefit to your employee?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, did you prepare and file FBT returns during the year?)	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, but you did not file FBT returns, your advisor will contact you for more details)		

Legal Expenses – please complete this section if there was any legal expense during the year		
Lawyer (Solicitor)	Cost (\$)	Purpose
*Please enclose copies of invoice for each legal expense		

4. Going Concern & Other Information

Ability to Continue Operating		
Are you currently struggling to meet working capital requirements?	Yes <input type="radio"/>	No <input type="radio"/>
Are you currently operating at loss?	Yes <input type="radio"/>	No <input type="radio"/>
Do you expect your profitability to improve for the next two years?	Yes <input type="radio"/>	No <input type="radio"/>
Do you intend to cease business operation in the next two years?	Yes <input type="radio"/>	No <input type="radio"/>
Is there any other reason for your business to cease operating?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify the reason – ie. bank covenant, personal)		

Contingent Liabilities		
Is the entity currently facing any legal claim from third party?	Yes <input type="radio"/>	No <input type="radio"/>
Is the entity likely to face any legal claim in the next two years?	Yes <input type="radio"/>	No <input type="radio"/>
Is the entity currently undergoing any audit by government agency?	Yes <input type="radio"/>	No <input type="radio"/>
Is there any dispute amongst the shareholders or partners?	Yes <input type="radio"/>	No <input type="radio"/>
Did the entity suffer any loss from fraud or other criminal offences?	Yes <input type="radio"/>	No <input type="radio"/>
Is the entity required to comply with AML/CFT regulations?	Yes <input type="radio"/>	No <input type="radio"/>
(if you answer yes to any of the above, your advisor will contact you for more details)		

Capital Commitment & Specified Reserve		
Did the entity commit for any major investment or expenditure?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify)		
Was there any capital set aside for specific purpose during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify)		

5. Tax Compliance

Tax Compliance		
Does the entity have any tax arrears including any periodic tax?	Yes <input type="radio"/>	No <input type="radio"/>
Does the entity have any overdue returns including any periodic tax?	Yes <input type="radio"/>	No <input type="radio"/>
Are you aware of any errors or omission made in prior returns?	Yes <input type="radio"/>	No <input type="radio"/>
Is the entity currently undergoing any review or audit by IRD?	Yes <input type="radio"/>	No <input type="radio"/>
(if you answer yes to any of the above, your advisor will contact you for more details)		
Is your entity covered by any tax audit insurance?	Yes <input type="radio"/>	No <input type="radio"/>

6. Trading Trust or Estate Only

Trust Administration (please only complete this section if your entity is trading trust)		
Was any deed or resolution signed during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify nature ie. variation, gifting, debt)		
Was there any change in trustees or beneficiary structure?	Yes <input type="radio"/>	No <input type="radio"/>
Was there any capital distribution made to any beneficiary?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify beneficiary & amount: name:)	\$	
Was there any asset transferred in/out to/from the trust?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify asset & amount: asset:)	\$	
Is your trust managed by a lawyer or trust advisor?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please specify your advisor firm or their name)		

7. Value Adding Services

We're committed to supporting your financial success beyond year-end reporting. To that end, we offer a range of value-adding services designed to enhance financial management, optimize tax efficiency, and support business growth.

Please indicate if you'd like more information about any of the following services:

Value Adding Services		
Strategic Business Planning	Yes <input type="radio"/>	No <input type="radio"/>
Cashflow Forecasting & Budgeting	Yes <input type="radio"/>	No <input type="radio"/>
Business Valuation – Independent or Indicative Valuation	Yes <input type="radio"/>	No <input type="radio"/>
Business Restructuring & Group Structure Optimisation	Yes <input type="radio"/>	No <input type="radio"/>
Succession Planning & Business Growth	Yes <input type="radio"/>	No <input type="radio"/>
Investment & Retirement Planning	Yes <input type="radio"/>	No <input type="radio"/>
Asset Protection & Trust Administration Services	Yes <input type="radio"/>	No <input type="radio"/>
Periodic Management Reporting & Business Analytics	Yes <input type="radio"/>	No <input type="radio"/>
Accounting System and Software Optimisation & Migration	Yes <input type="radio"/>	No <input type="radio"/>
Strategic Cost Accounting, Pricing & Breakeven Point Analysis	Yes <input type="radio"/>	No <input type="radio"/>
Business Mergers & Acquisitions and Business Combination	Yes <input type="radio"/>	No <input type="radio"/>
Capital Restructuring, Funding & Financing	Yes <input type="radio"/>	No <input type="radio"/>
Specialty Tax Advisory Services – Land, offshore, GST, IRD audit etc..	Yes <input type="radio"/>	No <input type="radio"/>
(Your advisor will contact you for more information about our services listed above)		

8. Client Declaration

I acknowledge that I am responsible for the accuracy and completeness of the information provided in this questionnaire, which will be used to calculate my income from property rental activities. I do not require an audit or detailed review to verify my information, and therefore, I understand that you will not provide assurance on my financial statements.

I recognize that your work is not designed to detect errors or fraud and that you accept no liability for the accuracy or completeness of the information supplied by me. I further understand that the financial statements will be prepared solely at my request and for my purposes, with no liability for any losses, claims, or demands by third parties.

I also accept responsibility for maintaining and supplying any additional records or information outside those provided here and acknowledge that any failure to provide all relevant documents remains my responsibility.

Signature: _____ **Date:** _____

Name:

Thank you for completing this checklist. Your advisor will review the information provided and reach out if any further details are required.