

***Financial Statements Checklist - Rental Properties 2017***

*(Including Balance Dates 1 October 2016 - 30 September 2017)*

Name .....  
Contact details (if changed) .....

**Bank Account Details for Direct IRD Lodgement of Tax Refunds**

Name of Account .....  
Bank and Branch .....  
Full Bank Account Number    *Bank*    *Branch*    *Payee Account No.*    *& Suffix*  
                                             

**If you have a deadline for the preparation of these financial statements and tax return please specify date required and reason.**

..... Date ...../...../.....

This checklist and questionnaire is designed to assist you with assembling the records and information we require to prepare your financial statements. We rely on this information in completing your financial statements. Please answer ALL questions, attaching separate schedules or information where appropriate. Please include the completed questionnaire when you give us your records.

***IT IS IMPORTANT THAT YOU COMPLETE THE ENTIRE CHECKLIST.  
PLEASE SIGN THE CHECKLIST ON COMPLETION.***

1. Copies of coded bank statements for the year ended 31 March 2017 or reconciled cashbook, banklink, MYOB, Quickbooks file or equivalent. (If supplying cashbook we only need bank statements covering year end).
2. Copies of cheque and deposit stubs (not required if cashbook provided.)
3. Copies of bank loan statements for the year together with details regarding refinancing or significant changes during the year (security, term, interest rate, amounts outstanding.)
4. Details of properties purchased or sold during the year (copies of settlement statements.)
5. Details of periods that properties were available to be rented out if less than full year.
6. Confirmation that all income/rent has been deposited through the entities bank account (if not please provide details.)
7. Details of any major expenditure items (renovations, maintenance) incurred during the year.
8. Details of any expenditure paid on behalf of the entity either personally or by any other entity.
9. Details of annual mileage travelled in relation to management of rental properties.
10. Details of any contracts entered during the year which were settled after year end.
11. Details of any other income received by the entity such as interest/dividends etc.
12. Details of any assets purchased by the entity (other than above properties).
13. Details of any accounts payable at 31 March 2017 (creditors).
14. Details of any rent arrears outstanding at 31 March 2017.
15. Copies of GST returns for the year (only if entity is GST registered).

I instruct **Weekes & Co Ltd** to prepare my financial statements and tax return for the year ended 31 March 2017. I consent to my financial statements being prepared as “Special Purpose” financial statements if deemed appropriate by Weekes & Co Ltd. I undertake to supply all 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 of an opinion on the tax return summaries. I authorise you to communicate with the appropriate Bankers, Solicitors, Finance Companies, Inland Revenue Department and other persons or organisations to obtain such further information as you may require in order to carry out the above engagement. I undertake to review the completed return and advise of any errors or omissions.

I consent to the release of information from Weekes & Co Ltd to the Chartered Accountants ANZ for the purpose of their reviews of your professional standards.

I understand that payment of your invoice is due in the month following the invoice date.

Signature: .....

Date: .....