## Financial reporting - the year-end process checklist

| **Question** | **Comments** |
| --- | --- |
| **General** |   |
| Have all the bank accounts been reconciled? |                    |
| Have all investments balances been reconciled? |   |
| Have all loans balances been reconciled? |   |
| Have all debtors and creditors been accounted for (copies of invoices made for auditor)? |   |
| Have all comparatives for income and expenditure been made and accounted for significant changes? |   |
| Are tax returns required to be filed, if yes, have they been filed? |   |
| Has the petty cash been reconciled? |   |
| Has the opening retained earning been checked against last year's closing retained earnings? |   |
| Has the current year's surplus/deficit transferred correctly from the profit and loss statement to the equity in the balance sheet? |   |
| Does the balance sheet balance? |   |

| **Income** |   |
| --- | --- |
| Has all interest received been recorded? |   |
| Are you exempt from Resident withholding tax (RWT)? If not, can you apply for an exemption? |   |
| Have any unusual types of income been received (e.g. insurance)? |   |
| Have all grants been accounted for? |   |
| Have all unspent grants been calculated and accounted for? |   |
| Have all outstanding fees been accounted for? |   |
| Have all bad debts been accounted for? |   |
| **Expenditure** |   |
| Has the full year ACC Levy been recorded? |   |
| Has entertainment expenditure been recorded (does the 50% deductible rule apply i.e. do you pay tax)? |   |
| Have all legal and professional fees been checked for deductibility (e.g. non deductible if relates to capital expenditure)? |   |
| Have all repairs and maintenance been checked for any capital items (e.g. over $200)? |   |
| Have all depreciation rates been checked? |   |
| Have all new assets been added correctly and the correct pro-rata amount of depreciation claimed (i.e. claimed from month purchased)  include a copy of any assets purchased for auditor? |   |
| Have any assets been sold or scrapped this year, if so have they been corrected accounted for in balance sheet and for depreciation (i.e. no depreciation in year of sale)? Is there any loss or profit on sale? |   |
| Are there any private adjustments needed in respect of assets/depreciation? |   |
| Has a full year's insurance been accounted for? |   |
| Have 12 payments for power, phone and rent been accounted for? |   |
| **GST** |   |
| Is the group registered for GST? |   |
| If not registered, has the gross turnover exceeded the compulsory level? Was your turnover $60,000 or more in the last 12 months? Will it be $60,000 or more in the next 12 months? Do your prices include GST?More information can be found on the IRD website <https://www.ird.govt.nz/gst/gst-registering/register-who/register-who.html> |   |
| If registered, is it a voluntary registration? |   |
| Has the correct basis of GST been used (e.g. payments or invoice)? |   |
| Are all returns up-to-date and accounted for to Inland Revenue? |   |
| Has GST been paid on all fringe benefits other than GST exempt ones? |   |
| Has the GST on the non-deductible portion of entertainment been adjusted for? |   |
| Has the correct amount of GST been accounted for in the balance sheet? |   |
| **Wages and PAYE** |   |
| Have all allowances been checked as to whether or not PAYE was required to be deducted? |   |
| Has the status of any independent contractor been checked to ensure that the person is not in fact an employee subject to PAYE? |   |
| Do the wages reconcile with the total reported to Inland Revenue and wage book, and to the ACC calculation? |   |
| Has the relevant tax been deducted from those contractors that fall within the schedular payments regulations? |   |
| If no tax on schedular payments has been deducted from contractors, has a certificate of exemption been sighted? |   |
| **Other** |   |
| Have you reconciled all items on the balance sheet? |   |
| Have you reviewed all income and expense coding? |   |
| Have any notified bequests been recorded? |   |
| Are all minutes up to date, signed and ready to give to the auditor? |   |
| Is a copy of your constitution available, in case the auditor requests it? |   |
| Is your organisation liable for any fringe benefit tax (FBT)? |   |
| **Reports Required** |   |
| Statement of financial position (balance sheet). |   |
| Statement of financial performance (profit and loss). |   |
| Statement of movements in equity (maybe incorporated in balance sheet). |   |
| Notes to the accounts. |   |
| General ledger. |   |
| Trial balance. |   |
| ***Checked by:*** |   |
| ***Signature:*** |   |
| ***Date:*** |   |