

**Name:**

## 2025 BLOODSTOCK CHECKLIST

## RECORDS REQUIRED

(Tick One)✓  
Enclosed      Not  
                         Applicable

1. Bank Statements – Working Account  
– Other Business Accounts  
(including accounts now closed)
2. Cashbook or Computer Printouts (reconciled to your bank statements if possible)
3. Petty Cash Book and/or Day Book
4. Vehicle Log Book(s) (if applicable)
5. Stock Sheets
6. Copies of the monthly Employer deduction forms and the Employer monthly schedule (if available)
7. Resident Withholding Tax on interest reconciliation Statement (IR 15S).
8. G.S.T Returns together with copies of all calculations.
9. Fringe Benefit Tax Returns  
(Please include copies of all calculations)
10. Hire Purchase and Lease Agreements  
- New Agreements commencing this year.
11. Other Legal Contracts  
- Mortgages, Loans, Advances  
- Solicitors Settlement Statements  
- Guarantees, Loan Securities etc
12. Tax deduction certificates for business investment income, i.e interest and dividends.
13. Monthly Barter Card Statements (if applicable)

**INFORMATION REQUIRED**

1. Cash on Hand at Balance Date (including Petty cash, till floats and unbanked takings **BUT NOT** bank balances). \$ \_\_\_\_\_

2. Stock, Work in Progress at Balance Date.  
Stock to be valued at lower of cost or market value.

Stock (excluding G.S.T): \$ \_\_\_\_\_  
Work in Progress (excluding G.S.T): \$ \_\_\_\_\_

Please note that it is a requirement of Inland Revenue that stock sheets be prepared. Please provide these to this office.

3. G.S.T Payable/Receivable as at Balance Date (if known) \$ \_\_\_\_\_

	(Tick One) ✓ <u>Enclosed</u>	<u>Not</u> <u>Applicable</u>
4. Debtors – Amounts owed to you at Balance Date Please complete the schedule on page 3.	<input type="checkbox"/>	<input type="checkbox"/>
5. Creditors – Amounts owed by you at Balance Date Please complete the schedule on page 4.	<input type="checkbox"/>	<input type="checkbox"/>
6. Asset Sales and Purchases. Please complete the schedule on page 6	<input type="checkbox"/>	<input type="checkbox"/>
7. Private Use. Please complete the schedule on page 7.	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all business expenses paid by cheque from your business account? If not, please supply details of these other expenses on page 5.	<input type="checkbox"/>	<input type="checkbox"/>
9. Is all business income deposited to your business account? If not, please supply details of these other transactions on page 5.	<input type="checkbox"/>	<input type="checkbox"/>
10. Are any deposits not sales? If so, please supply details of those deposits on page 5, or clearly identify on bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
11. If you are registered for G.S.T and any of your suppliers of goods and services are not registered for G.S.T, please supply the name of those unregistered suppliers and note on cheque butt or in cashbook that the payment does not include G.S.T:		

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you supply computer printouts please ensure that GST has not been deducted from non GST payments.

**INFORMATION REQUIRED**

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Stock to be valued at lower of cost or market value.

Stock (excluding G.S.T): \$ \_\_\_\_\_

Work in Progress (excluding G.S.T): \$ \_\_\_\_\_

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3. G.S.T Payable/Receivable as at Balance Date (if known) \$ \_\_\_\_\_

(Tick One) ✓  
Enclosed      Not  
                         Applicable

12. Debtors – Amounts owed to you at Balance Date  
Please complete the schedule on page 3.

☐☐

13. Creditors – Amounts owed by you at Balance Date  
Please complete the schedule on page 4.

☐☐

14. Asset Sales and Purchases.  
Please complete the schedule on page 6.

15. Private Use. Please complete the schedule on page 7.

☐☐

16. Are all business expenses paid by cheque from your business account? If not, please supply details of these other expenses on page 5.

☐☐

17. Is all business income deposited to your business account?  
If not, please supply details of these other transactions on page 5.

☐☐

18. Are any deposits not sales? If so, please supply details of those deposits on page 5, or clearly identify on bank statements.

☐☐

19. If you are registered for G.S.T and any of your suppliers of goods and services are not registered for G.S.T, please supply the name of those unregistered suppliers and note on cheque butt or in cashbook that the payment does not include G.S.T:

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If you supply computer printouts please ensure that GST has not been deducted from non GST payments.

## **SCHEDULE OF DEBTORS**

(G.S.T Inclusive)

## AMOUNTS OWING TO YOU AT BALANCE DATE

\_\_\_\_/\_\_\_\_/2025

[illegible]

## **SCHEDULE OF CREDITORS**

(G.S.T Inclusive)

EXPENSES INCURRED BEFORE BALANCE DATE BUT NOT PAID UNTIL AFTER BALANCE DATE\_\_\_/\_\_\_/2025

[illegible]

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**BUSINESS EXPENSES PAID FROM OTHER ACCOUNTS** (show date and what payment was for)

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_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

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**BUSINESS INCOME DEPOSITED TO OTHER ACCOUNTS** (show date and what receipt was for)

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_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

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**DEPOSITS TO BUSINESS ACCOUNT OTHER THAN SALES** (show date and what receipt was for)

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_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

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**SCHEDULE OF FIXED ASSET PURCHASES AND SALES**

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**N.B:** Please attach hire purchase contracts, plus suppliers' invoices and statements where trade-ins are involved. Also solicitor's statements where these have been prepared.

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**BUSINESS ASSETS PURCHASED BY YOU DURING THE YEAR**

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DATE ACQUIRED	ASSET	COST \$ (Incl. G.S.T)	G.S.T CLAIMED YES/NO	2 <sup>ND</sup> - HAND? YES/NO	IMPORTED? YES/NO	FINANCED BY (i.e Loan, Cheque, Hire Purchase)
_____	<u>PLANT &amp; MACHINERY</u>	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

_____	<u>MOTOR VEHICLES</u>	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	<u>OTHER e.g land, buildings furniture etc</u>	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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**BUSINESS ASSETS SOLD OR TRADED-IN BY YOU DURING YEAR** (Including land and buildings)

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DATE	ASSET	SALE PRICE/ TRADE (Incl. G.S.T)	G.S.T RETURNED YES/NO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**GOVERNMENT SUBSIDY**

Date Claimed: \_\_\_\_\_ Date Claimed: \_\_\_\_\_ Date Claimed: \_\_\_\_\_

Amount: \_\_\_\_\_ Amount: \_\_\_\_\_ Amount: \_\_\_\_\_

**PRIVATE USE**

Portion of Expenses incurred to be allocated as private

- (a) Vehicle Expenses
- |                         |    |                             |
|-------------------------|----|-----------------------------|
| (i) Where Log Book used | or | (ii) Where no Log Book used |
| Business KM             |    | Business Portion _____%     |
| _____                   |    | (maximum 25%)               |
| Total KM                |    |                             |
| _____                   |    |                             |
- (b) Telephone & Tolls (private portion) \_\_\_\_\_% or \$ \_\_\_\_\_
- (c) Goods taken for own use \$ \_\_\_\_\_
- (d) Cash taken from Business for Private Use \$ \_\_\_\_\_  
(Not shown elsewhere as Drawings)

## USE OF HOME

If you use your home in the course of your business, you may be entitled to claim for your office, workshop or storage expenses.

## HOME OFFICE

Please advise:

1. (a) Floor Area of House: \_\_\_\_\_ square feet/metres  
Floor Area for business use: \_\_\_\_\_ square feet/metres
- OR
- (b) Business use area as percentage of Total Floor Area: \_\_\_\_\_%
2. Power \$ \_\_\_\_\_  
Rent \$ \_\_\_\_\_  
Repairs and Maintenance to Business Area \$ \_\_\_\_\_  
Insurance – House \$ \_\_\_\_\_  
Insurance – Contents \$ \_\_\_\_\_  
Mortgage Interest (excluding principal payments) \$ \_\_\_\_\_  
Rates \$ \_\_\_\_\_  
Telephone \$ \_\_\_\_\_  
Others \$ \_\_\_\_\_

## TERMS OF ENGAGEMENT

I authorise you to prepare financial statements from the information and records I have supplied to you and to act as my agent for income tax purposes. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Signature: \_\_\_\_\_

Date:     /     /2025

Please also sign the “Authorisation to Collect Information” on page 11.



## BLOODSTOCK

Horses on Hand at Balance Date (Use extra page if insufficient space)

[illegible][illegible]

## Stallions

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<u>Mares in Foal</u>	<u>Service Fee</u> \$ (incl. G.S.T)	<u>Sire</u>

Foals Born During Year

<u>Name</u>	<u>Mare</u>	<u>Date Born</u>	<u>Filly/Colt</u> <u>Enter "F"</u> <u>or "C"</u>	<u>Service Fee</u> <u>\$ (incl. G.S.T)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Horses Purchased

<u>Name</u>	<u>Date</u>	<u>Cost (incl. G.S.T)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Horses Sold

<u>Name</u>	<u>Date</u>	<u>Cost (incl. G.S.T)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Stock Deaths

<u>Name</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

## **AUTHORISATION TO COLLECT INFORMATION – 2025 FINANCIAL YEAR**

From time to time it is more cost efficient for us to contact other parties to obtain information for and on your behalf, subject to the provisions of the Privacy Act 1993.

Examples are copies of bank statements, details of cheques presented, deposits made, copies of loan agreements and details of hire purchase agreements, settlement statements, interest and dividend advice notices etc. Costs may be charged direct to you by the agency concerned.

I authorise HSW Limited to request information, which is required for a timely and orderly completion of my financial statements, direct from the individual agents concerned.

I acknowledge that I am aware of the purpose for which this information is being collected and disseminated.

**Signature of Client:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**HAVE YOU ALSO SIGNED THE DECLARATION ON PAGE 8?**