

**Name:**

## **2025 BLOODSTOCK CHECKLIST**

<b><u>RECORDS REQUIRED</u></b>	<b>(Tick One)✓</b>	
	<u>Enclosed</u>	<u>Not Applicable</u>
1. Bank Statements – Working Account – Other Business Accounts (including accounts now closed)	<input type="checkbox"/>	<input type="checkbox"/>
2. Cashbook or Computer Printouts (reconciled to your bank statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
3. Petty Cash Book and/or Day Book	<input type="checkbox"/>	<input type="checkbox"/>
4. Vehicle Log Book(s) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5. Stock Sheets	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of the monthly Employer deduction forms and the Employer monthly schedule (if available)	<input type="checkbox"/>	<input type="checkbox"/>
7. Resident Withholding Tax on interest reconciliation Statement (IR 15S).	<input type="checkbox"/>	<input type="checkbox"/>
8. G.S.T Returns together with copies of all calculations.	<input type="checkbox"/>	<input type="checkbox"/>
9. Fringe Benefit Tax Returns (Please include copies of all calculations)	<input type="checkbox"/>	<input type="checkbox"/>
10. Hire Purchase and Lease Agreements - New Agreements commencing this year.	<input type="checkbox"/>	<input type="checkbox"/>
11. Other Legal Contracts - Mortgages, Loans, Advances - Solicitors Settlement Statements - Guarantees, Loan Securities etc	<input type="checkbox"/>	<input type="checkbox"/>
12. Tax deduction certificates for business investment income, i.e interest and dividends.	<input type="checkbox"/>	<input type="checkbox"/>
13. Monthly Barter Card Statements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**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)  Enclosed  Not Applicable

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:	<hr/> <hr/> <hr/>	

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

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

Stock (excluding G.S.T): \$\_\_\_\_\_  
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(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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**SCHEDULE OF DEBTORS**  
(G.S.T Inclusive)

**AMOUNTS OWING TO YOU AT BALANCE DATE**

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

**SCHEDULE OF CREDITORS**  
(G.S.T Inclusive)

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

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

\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_

## **SCHEDULE OF FIXED ASSET PURCHASES AND SALES**

**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.

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

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)
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PLANT & MACHINERY

## MOTOR VEHICLES

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

## **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    Total KM      Business Portion \_\_\_\_\_%  
(maximum 25%)

(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)

### Breeding Mares

Racing  
Stock?  
✓ (tick)

Racing  
Stock?  
✓ (tick)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Non-Breeding Stock

Racing  
Stock?  
✓ (tick)

Racing  
Stock?  
✓ (tick)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Stallions

_____	_____
_____	_____

### Mares in Foal

Service Fee  
\$ (incl. G.S.T)

### Sire

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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> \$ (incl. G.S.T)

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?**