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Midgley Partners
In House Accounting Systems - Checklist

ANNUAL FINANCIAL STATEMENT PREPARATION
2018

Client Name: _____

Income Tax Year: 31 March 2018

	√ Done
1) Have you posted last year's adjusting journals?	
2) Monthly Trial Balance print out (only if there was an error during the year)	
3) RWT Certificates for Interest Received	
4) Details of fixed asset changes (copies of invoices for purchases and sales)	
5) GST reconciliation at 31 March and copy of March GST Return	
6) Reconciliation of all bank accounts and copies of last bank statement at Balance Date, showing a balance that agrees with reconciliation	
7) Analysis of balance Sheet items such as: - Payroll Clearing A/C - RWT Clearing A/C - Accrued Expenses	
8) ACC Residual Claims Levy Statement	
9) Holiday pay due to be paid within 60 days of Balance Date	
10) Summary print out of <i>Accounts Payable Ledger</i> showing that total agrees with General Ledger.	
11) Summary print out of <i>Accounts Receivable Ledger</i> showing that total agrees with General ledger	
12) RWT on interest reconciliation statement at Balance Date	
13) Legal Expenses listing showing what the payments were for (if fees were greater than \$10K)	
14) Details of any large or significant Repairs and Maintenance payments (copies of Invoices)	
15) Please then lock off your accounting system to ensure no further transactions are able to be posted to the completed year [Most Important]	

Note: Some items on the list also appear on the Business Information Checklist.

When completed please send with attachments to **Midgley Partners** via:
Post: PO Box 3714, Christchurch Mail Centre, Christchurch 8140 or Email: office@midgleys.co.nz

Midgley Partners
March 2018