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**Midgley Partners
In House Accounting Systems – Checklist**

**ANNUAL FINANCIAL STATEMENT PREPARATION
2019**

Client Name: _____

ACCOUNTING SOFTWARE:

Income Tax Year: 31 March 2019

v 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: <ul style="list-style-type: none">- Payroll Clearing A/C- RWT Clearing A/C- Accrued Expenses	
8)	Wage records for year	
9)	ACC Residual Claims Levy Statement – ACC Levies Invoices	
10)	Holiday pay due to be paid within 63 days of Balance Date	
11)	Summary print out of <i>Accounts Payable Ledger</i> showing that total agrees with General Ledger.	
12)	Summary print out of <i>Accounts Receivable Ledger</i> showing that total agrees with General ledger	
13)	RWT on interest reconciliation statement at Balance Date	
14)	Legal Expenses listing showing what the payments were for (if fees were greater than \$10K)	
15)	Details of any large or significant Repairs and Maintenance payments (copies of Invoices)	
16)	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

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