

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## AML / CFT Checklist

### Client details

Type entity (Company, Trust, Partnership, etc)	
Jurisdictions (countries) involved	
When did we begin acting for this client?	

### Captured activities

Does our firm undertake any captured activities for this client:

	Comment
<input type="checkbox"/> Act as a formation agent?	
<input type="checkbox"/> Act as a nominee director, nominee shareholder or trustee?	
<input type="checkbox"/> Manage client funds?	
<input type="checkbox"/> Act as a registered office, business, correspondence or administrative address?	
<input type="checkbox"/> Engage in or give instructions with respect to real estate	
<input type="checkbox"/> Engage in or give instructions with respect to transferring a business	
<input type="checkbox"/> Engage in or give instructions with respect to creating a legal person	

### Other factors

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### Customer Due Diligence

List all of the individual beneficial owners and/or person acting on behalf of beneficial owners

Name	Relationship	PEP?	CDD done	Type of CDD	Comment / notes
		<input type="checkbox"/>	<input type="checkbox"/>		

### Activities

Are there any international transactions? (provide details)	
Are there any unusual or large transactions? (provide details)	
Do we know the source of funds? (provide details)	
Has the client provided satisfactory explanations to our questions? (provide details)	

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

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## Assets - GL reconciliation

Assets values are calculated based on:

Control group	Cost				Accumulated depreciation				Closing WDV		
	Account	GL balance	Asset balance	Variance	Account	GL balance	Asset balance	Variance	GL balance	Asset balance	Variance
		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00

Depreciation expense	Account	Asset balance
		0.00
		0.00
<b>Ledger</b>		
		0.00
		0.00
<b>Variance</b>		<b>0.00</b>

### Notes

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## Carried Forward Issues

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No.	Issue	Action

### Notes

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## Foreign Currency Asset or Liability valuation

Foreign currency used:   
Exchange rate at period end date

Details	Foreign currency amount	Local currency amount
	0.00	0.00
		0.00

Is amount a liability (balance is a credit)?  Balance to reconcile to GL 0.00  
Balance as per 0.00  
Variance 0.00

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## General Notes

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### Notes

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## Issues for Client Attention

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No.	Issue	Action

### Notes

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## Issues for Partner Attention

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No.	Issue	Action

### Notes

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## Job Review Checklist

Quality matters	Yes	No	N/A	Comments
Do all balance sheet items have supporting WP (incl balances with no movement)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you able to explain:				
Variations in gross profit ratios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material variations in profit and loss items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has imputation credit account been reconciled to tax paid and to retained earnings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do attribution rules apply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a FBT adjustment required (e.g. for loans to shareholders)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have correct adjustments been made for private use of business assets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you correctly analysed non-deductible items (e.g. entertainment, penalties)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have queries been neatly and adequately recorded and cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all accounting policies correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is compilation report correct? Does it refer to all statements in the financial report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is client eligible for Working for families tax credits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Updating documents</b>				
Is there an engagement letter on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If not, prepare one or advise how terms have been recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, what is date of last update? Does engagement letter need updating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are statutory records up to date and correct, and agree with our database?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Companies office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Charities register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Share register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other registers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are minutes/resolutions up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any additional forms or documents required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dividend withholding tax?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LTC election?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tax purchase (tax pooling)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Feedback to client</b>				
Have adjusting journal entries been forwarded to client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have GST adjustments been documented and advised to client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there areas with client accounting procedures that can be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any tax planning suggestions/recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other action for client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Partner to complete:</b>				
	Yes	No	N/A	Comments



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## Job Review Checklist

Other services client could benefit from? (eg. Cashflow, budgeting, business plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the client's insurance/licencing requirements adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consequential loss/business interruption insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indemnity insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Life insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Income protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Should the client's financing arrangements be restructured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is investment advice required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retirement/succession planning – does client have a will?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client visit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Other issues

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### Notes

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### Document links

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## Ratio Analysis

Ratio type	Value	Calculation
<b>Liquidity</b>		
Current ratio	0.00 times	Current assets / current liabilities
Quick ratio	0.00 times	(Current assets - inventory) / current liabilities
<b>Efficiency</b>		
Average collection period	0.00 days	365 X average trade debtors / sales
Inventory turnover	0.00 times	COGS / average inventory
Total asset turnover	0.00 times	Sales / average assets
<b>Leverage</b>		
Debt ratio	0.00 times	Total liabilities / total assets
Debt to equity ratio	0.00 times	Total liabilities / equity
Times interest earned	0.00 times	EBIT / interest expense
<b>Profitability</b>		
Gross profit margin	0.00 %	(Sales - COGS) / sales
Net profit margin	0.00 %	(Sales - COGS - operating expenses) / sales
Return on investment	0.00 %	(Sales - COGS - operating expenses) / average assets
Return on equity	0.00 %	(Sales - COGS - operating expenses) / average equity
Assets / equity	0.00 Times	Total assets / equity

Account data	This year balances	Last year balances
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Fields in blue are derived from the ledger. These values can be manually updated.

### Profit and loss information:

Sales	0.00
	0.00
Total sales	0.00
COGS	0.00
	0.00
Total COGS	0.00
Operating expenses	0.00
	0.00
Total operating expenses	0.00
EBIT (Calculation: EBIT = Sales - COGS - operating expenses)	0.00
Interest expense	0.00
	0.00

## Ratio Analysis

Total interest expense 0.00

### Assets information:

Trade debtors 0.00 0.00

0.00 0.00

Total trade debtors 0.00 0.00

Inventory 0.00 0.00

0.00 0.00

Total inventory 0.00 0.00

Current assets 0.00

0.00

Total current assets 0.00

Total assets 0.00 0.00

0.00 0.00

Total assets 0.00 0.00

### Liabilities information:

Current liabilities 0.00

0.00

Total current liabilities 0.00

Total liabilities 0.00 0.00

0.00 0.00

Total liabilities 0.00 0.00

### Equity information:

Equity (calculation: equity = total assets - total liabilities) 0.00 0.00

## Notes

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## Ratio Analysis

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## Review Points

No.	Account	Issue	Action	Cleared
				<input type="checkbox"/>

### Notes

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## Tax integration (IR10)

Fields in blue are derived from the ledger. These values can be manually updated.

### Profit and loss statement

<b>Gross income from</b>	Sales and/or services	<b>2</b>	<b>0</b>
<b>Cost of goods sold</b>	Opening stock (include work in progress)	<b>3</b>	<b>0</b>
	Purchases	<b>4</b>	<b>0</b>
	Closing stock (include work in progress)	<b>5</b>	<b>0</b>
<b>Gross profit</b>		<b>6</b>	<b>0</b>
<b>Other gross income</b>	Interest received	<b>7</b>	<b>0</b>
	Dividends received	<b>8</b>	<b>0</b>
	Rental, lease and license income	<b>9</b>	<b>0</b>
	Other income	<b>10</b>	<b>0</b>
<b>Total income</b>		<b>11</b>	<b>0</b>
<b>Expenses</b>	Bad debts	<b>12</b>	<b>0</b>
	Accounting depreciation and amortisation	<b>13</b>	<b>0</b>
	Insurance (exclude ACC levies)	<b>14</b>	<b>0</b>
	Interest expense	<b>15</b>	<b>0</b>
	Professional and consulting fees	<b>16</b>	<b>0</b>
	Rates	<b>17</b>	<b>0</b>
	Rental, lease and license payments	<b>18</b>	<b>0</b>
	Repairs and maintenance	<b>19</b>	<b>0</b>
	Research and development	<b>20</b>	<b>0</b>
	Associated persons' remuneration	<b>21</b>	<b>0</b>
	Salaries and wages paid to employees	<b>22</b>	<b>0</b>
	Contractor and sub-contractor payments	<b>23</b>	<b>0</b>
	Other expenses	<b>24</b>	<b>0</b>
<b>Total expenses</b>		<b>25</b>	<b>0</b>
<b>Exceptional items</b>		<b>26</b>	<b>0</b>
<b>Net profit/loss before tax</b>		<b>27</b>	<b>0</b>
<b>Tax adjustments</b>		<b>28</b>	<b>0</b>
<b>Current year taxable profit/loss</b>		<b>29</b>	<b>0</b>

## Tax integration (IR10)

### Balance sheet

<b>Current assets (as at balance date)</b>	Accounts receivable (debtors)	30	0
	Cash and deposits	31	0
	Other current assets	32	0
<b>Fixed assets (closing accounting value)</b>	Vehicles	33	0
	Plant and machinery	34	0
	Furniture and fittings	35	0
	Land	36	0
	Buildings	37	0
	Other fixed assets	38	0
<b>Other non-current assets (as at balance date)</b>	Intangibles	39	0
	Shares/ownership interests	40	0
	Term deposits	41	0
	Other non-current assets	42	0
<b>Total assets</b>		<b>43</b>	<b>0</b>
<b>Current liabilities (as at balance date)</b>	Provisions	44	0
	Accounts payable (creditors)	45	0
	Current loans	46	0
	Other current liabilities	47	0
<b>Total current liabilities</b>		<b>48</b>	<b>0</b>
<b>Non-current liabilities (as at balance date)</b>		<b>49</b>	<b>0</b>
<b>Total liabilities</b>		<b>50</b>	<b>0</b>
<b>Owners' equity</b>	Equity		0
	Net profit(loss) before tax (from keypoint 27)		0
	Total equity	51	0

<b>Variance</b>	Total assets - Total liabilities - Owners' equity		<b>0</b>
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<b>Other information</b>	Tax depreciation	52	0
	Untaxed realised gains/receipts	53	0
	Additions to fixed assets	54	0
	Disposals of fixed assets	55	0
	Dividends paid	56	0
	Drawings	57	0
	Current account year-end balances	58	0
	Tax-deductible loss on disposal of fixed assets	59	0

### Notes

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## Livestock calculation - closing stock

	0	0.00
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0	0.00	0.00
0		0.00

	0	0.00
--	---	------

Sales	Ledger quantity	Ledger balance
160/01	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00

Quantity	Average cost	Balance
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00

Quantity	Balance
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00

Natural increase	Ledger quantity
	0

Quantity
0

Quantity
0

Killed for rations	Ledger quantity
	0

Quantity
0

Quantity
0

Deaths	Ledger quantity
	0

Quantity
0

Quantity
0

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## Livestock calculation - closing stock

Closing stock	Ledger quantity	Ledger balance
160/01	0	0.00
160/04	0	0.00
160/09	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00

Quantity	Valuation method	Balance
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00

Quantity	Balance
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00
0	0.00

<b>Stock on hand</b>

<b>Balance</b>
0.00

**Closing stock reconciliation:**

Opening stock	0
Purchases	0
Sales	0
Natural increase	0
Killed for rations	0
Deaths	0
Closing stock	0

**Variance** **0**

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## Livestock calculation - closing stock

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## Generic Income Template (multiple GL codes)

Date	Description	Gross amount	GST %	GST	Net amount
	Drinks	0.00	15.00	0.00	0.00
	Food	0.00	15.00	0.00	0.00
	hireage	0.00	15.00	0.00	0.00
		0.00	15.00	0.00	0.00
		0.00		0.00	0.00

Amount to reconcile to ledger (credit balance) 0.00

200 Sales		0.00		0.00
		0.00		
			<b>Variance</b>	<b>0.00</b>

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## Generic Expense Template

Date	Description	Gross amount	GST %	GST	Net amount
	Rego	0.00	15.00	0.00	0.00
	Service	0.00	15.00	0.00	0.00
	Oil	0.00	15.00	0.00	0.00
		0.00	15.00	0.00	0.00
		0.00		0.00	0.00

Balance as per 240 Motor Vehicle expenses 0.00

**Variance 0.00**

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## Work in Progress

Details	Ref	Valuation method	Amount
			0.00
			0.00
Balance as per 261 Closing Work In Progress			0.00
<b>Variance</b>			<b>0.00</b>

### Checklist

<input type="checkbox"/>	Does work in progress include overhead amount?
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## Dividends Received

Description	Date	Gross Dividend	Imputation Credits	Net Dividend	Withholding Tax	Net Amount Received
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00

Total Credit Balance 0.00

Total as per 272 Dividends Received 0.00

Variance 0.00

### Notes

### Document Links

Description	Link

## Dividends Received - Gross

Description	Date	Gross dividend	Imputation credits	Net dividend	Withholding tax	Net amount received
Dividend from XXX		0.00	0.00	0.00	0.00	0.00
Dividend from YYY		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00

Total gross dividends (credit is -ve) 0.00

Total as per 272 Dividends Received 0.00

**Variance 0.00**

### Notes

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## Dividends Received - Net

Description	Date	Gross dividend	Imputation credits	Net dividend	Withholding tax	Net amount received
dividend from XXX		0.00	0.00	0.00	0.00	0.00
Dividend from YYY		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00

Total to reconcile (credit balance) 0.00

Total as per 272 Dividends Received 0.00

**Variance 0.00**

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## Generic Income Template

Date	Description	Gross amount	GST %	GST	Net amount
		0.00	15.00	0.00	0.00
		0.00		0.00	0.00

Amount to reconcile to ledger (credit balance) 0.00

Balance as per 273 Grants Received 0.00

**Variance 0.00**

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Interest Received

Name of payer	Gross interest	Withholding tax	Net interest	Resident withholding tax (%)
Received from ASB	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	

Total gross interest (credit balance)	0.00
Balance as per 274 Interest Received	0.00
<b>Variance</b>	<b>0.00</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

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 Approved date

## Rent Received reconciliation

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GST rate: 15.00 %

Details	No payments	Rate	Gross amount	GST ?	GST	Net amount
	0	0.00	0.00	<input type="checkbox"/>	0.00	0.00
			0.00		0.00	0.00

Total rent received (credit is negative) 0.00

Balance as per 277 Rent Received 0.00

**Variance 0.00**

### Notes

### Document Links

Description	Link

### Account Links

Linked account	Notes

## Schedular Income with GST reconciliation

---

GST rate: 15.00 %

Details	Gross amount (ex GST)	W/tax rate	Withholding tax	GST	Payment received
	0.00	0.00	0.00	0.00	0.00
	0.00		0.00	0.00	0.00

Total gross schedular income (credit is negative) 0.00

Balance as per 279 Sundry Income 0.00

**Variance 0.00**

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
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 Prepared date **05/07/2019**  
 Approved date

## Donations

Name	Deductible	Non-deductible
Donation given to XXXX	0.00	0.00
	0.00	0.00
	0.00	0.00

Total 0.00

Balance as per 326 Donations 0.00

**Variance 0.00**

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Entertainment

Description	Gross paid	Deductible %	Non-deductible	Deductible
	0.00	50.00		
	0.00		0.00	0.00

	Less : GST 15.00%	0.00
	Net deductible entertainment	0.00
	Balance as per 327 Entertainment	0.00
	<b>Variance</b>	<b>0.00</b>

**Non-deductible portion**

Calculated above	0.00
	0.00
<b>Variance:</b>	<b>0.00</b>

Immaterial rounding	0.00
<b>Adjusted variance</b>	<b>0.00</b>

**Notes**

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**Document links**

Description	Link

**Account links**

Linked account	Notes

Client name **Another Company Ltd**  
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## Entertainment - 50% GST claimed

This workpaper is for when at the original coding of the transaction only 50% of the GST was claimed on entertainment.

Description	Gross paid	Deductible %	Non-deductible	Deductible
	0.00	0.00		
	0.00		0.00	0.00

Less : GST 15.00%	0.00
Net deductible entertainment	0.00
Balance as per 327 Entertainment	0.00
<b>Variance</b>	<b>0.00</b>

### Non-deductible portion

Calculated above	0.00
	0.00
<b>Variance:</b>	<b>0.00</b>

Immaterial rounding	0.00
<b>Adjusted variance</b>	<b>0.00</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes



Client name **Another Company Ltd**  
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 Approved date

## Entertainment - Adjustment required

This workpaper is for when at the original coding of the transaction 100% of the GST was claimed on entertainment and an adjustment is required

**GST Rate:** 15.00

Description	Gross paid	GST rate	Net paid	Deductible %	Net deductible
	0.00	0.00	0.00	0.00	
	0.00		0.00		0.00

Balance as per 327 Entertainment 0.00

**Variance 0.00**

**Non-deductible portion**

Non-deductible net per above 0.00  
 GST adjustment for box 9 0.00  
**Total non-deductible entertainment 0.00**

**Check balance coded to non-deductible:**

0.00  
**Variance: 0.00**

Immaterial rounding 0.00  
 Adjusted variance **0.00**

**Notes**

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**Document Links**

Description	Link

**Account links**

Linked account	Notes

Client name **Another Company Ltd**  
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 Prepared date **05/07/2019**  
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## Generic Template

---

Date	Description	Amount
		0.00
		0.00
	Balance as per 335 General Expenses	0.00
	<b>Variance</b>	<b>0.00</b>

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Interest Paid

Description	Amount paid	Private %	Amount claimed
	0.00	0.00	0.00
			0.00
		Plus accrual	0.00
		Less reversal	0.00
		<b>Total interest expense</b>	<b>0.00</b>
<b>General ledger accounts</b>		<b>Amount</b>	
		0.00	0.00
		<b>Variance</b>	<b>0.00</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## FBT Contribution on Motor Vehicles

Description of vehicle	Cost (ex GST)	GST %	Cost (incl GST)	Fringe benefit value %	Days not available for private use	Net amount	Contribution by employee	Contribution required
Mazda	0.00	15.00	0.00	20.00	123	0.00	3,691.27	-3,691.27
Nissan	0.00	15.00	0.00	20.00	0	0.00	0.00	0.00
	0.00	15.00	0.00	20.00	0	0.00	0.00	0.00
								-3,691.27

Is the client registered for GST?

GST on contribution required -481.47

Net amount to reconcile with income account 3,209.80  
 (shown as negative to match account balance)

Balance as per income 410 Motor Vehicle Expenses 0.00

**Variance 3,209.80**

**Total shareholder contribution required** **-3,691.27**

**Check balance coded to current account:**

501/05 Cash Deposits	0.00
	0.00

**Variance:** **-3,691.27**

### Notes

ADD A COMMENT

### Document links

Description	Link

### Account links

Linked account	Notes

## Home Office Expenses

### Home office percentage calculation

Area of office	10.00
Total area of house	180.00
Business use percentage	5.56 %

**Total home office expenses claimed** **\$0.00**

### Square metre rate option:

*Note: This option is an alternative to claiming business use % of utility and other costs - you cannot use both. If you use the Square Metre Rate option, you can still claim business use % of mortgage interest, rates and rent.*

Square metre rate - \$ per square metre (published by Inland Revenue)	0.00
Area used for business (in square metres)	10.00
Amount to be claimed	0.00

### Expenses - business use %:

	Claimable %	Gross amount	Gross claimable amount	GST claimable		Net amount claimed
				GST rate	Amount	
Insurance	5.56	0.00	0.00	15.00	0.00	0.00
Rates	5.56	0.00	0.00	15.00	0.00	0.00
Mortgage interest	5.56	0.00	0.00	0.00	0.00	0.00
Utility	5.56	0.00	0.00	15.00	0.00	0.00
Repairs and maintenance	5.56	0.00	0.00	15.00	0.00	0.00
Rent	5.56	0.00	0.00	0.00	0.00	0.00
Other Items	5.56	0.00	0.00	15.00	0.00	0.00
	0.00	0.00	0.00	15.00	0.00	0.00
		0.00	0.00		0.00	0.00

### Expenses - specific rate %:

	Claimable %	Gross amount	Gross claimable amount	GST claimable		Net amount claimed
				GST rate	Amount	
Depreciation	4.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	15.00	0.00	0.00
		0.00	0.00		0.00	0.00

Total home office claim \$0.00

Balance from account 425 Office Expenses 0.00

0.00

### Notes

leave notes that are printed with workpapers

### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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Approved by

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## Home Office Expenses

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Client name **Another Company Ltd**  
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 Approved date

## Generic Expense Template (multiple GL codes)

Date	Description	Gross amount	GST %	GST	Net amount
	Rent Paid	0.00	15.00	0.00	0.00
		0.00	15.00	0.00	0.00
		0.00		0.00	0.00

442 Rent - Carparking	0.00		0.00
443 Rent - Conference Facility	0.00		0.00
444 Rent - Office	0.00		0.00
445 Rent - Plant & Equipment	0.00		0.00
			0.00
<b>Variance</b>			<b>0.00</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Wages Reconciliation

### Gross wages per IRD employer returns

	Gross earnings	PAYE	Kiwisaver employer	ESCT
April	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00
Total wages per IRD	0.00	0.00	0.00	0.00
Total wages per payroll	0.00	0.00	0.00	0.00
Variance	0.00	0.00	0.00	0.00

Gross wages	0.00
Employers' kiwisaver contributions	0.00
ESCT	0.00
Total wages to reconcile with general ledger	0.00

### General ledger reconciliation

Gross wages per payroll records	0.00
Non-taxable amounts paid, and recorded as wages in general ledger	0.00
Holiday pay accrual at end of year	0.00
Holiday pay accrual at beginning of year (enter as a negative number)	0.00
Other adjustments:	0.00
Total wages	0.00

#### Reconcile to:

Account	Amount
475 Wages & Salaries	0.00
	0.00

Total wages per general ledger accounts 0.00

**Variance** **0.00**

### Notes

### Document links

Description	Link



Client name **Another Company Ltd**  
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Approved by

Period end **31/03/2018**  
Prepared date **05/07/2019**  
Approved date

## Wages Reconciliation

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### Account links

Linked account	Notes

## Provision for Income Tax

Opening balance per last year's workpaper <i>(negative number = tax to pay, positive number = refund due)</i>		0.00
<b>Add:</b> Prior year income tax refunds received		0.00
<b>Less:</b> Prior year income tax paid		0.00
<b>Balance of prior year income tax</b>		0.00

<b>Add:</b>		
Current year income tax expense	0.00	
Other		
	0.00	0.00

**Net tax payable** 0.00

<b>Less:</b>		
Overseas tax paid claimable	0.00	0.00
Imputation credits received	0.00	0.00
		0.00

*Note: The amount of Overseas Tax paid and / or Imputation Credits received that is claimable will be limited to a maximum of the amount of net tax payable.*

Interest withholding tax paid (linked from <i>Interest received</i> )	0.00	
Dividend withholding tax paid (linked from <i>Dividends received - gross</i> )	0.00	
Dividend withholding tax paid (linked from <i>Dividends received - net</i> )	0.00	
Provisional tax instalment 1 -	0.00	
Provisional tax instalment 2 -	0.00	
Provisional tax instalment 3 -	0.00	
Other		
	0.00	0.00

Closing balance 0.00

Closing balance per 480/01 Tax Provision 0.00

**Variance** **0.00**

*(negative number = tax to pay, positive number = refund due)*

**Closing balance represented by:**

Tax year		Amount outstanding
		0.00
Total		0.00

**Variance** **0.00**

**Checklist**

<input type="checkbox"/>	Agreed to trial balance
<input type="checkbox"/>	Agreed to income tax return

**Notes**

Client name **Another Company Ltd**  
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Period end **31/03/2018**  
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## Provision for Income Tax

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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## Carried Forward Losses

### Carry forward revenue account losses

Income year	Opening balance	Recouped	Current year loss	Closing balance	Notes
	0.00	0.00	0.00	0.00	

### Carry forward capital account losses

Income year	Opening balance	Recouped	Current year loss	Closing balance	Notes
	0.00	0.00	0.00	0.00	

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Current Account - interest on overdrawn

Tick to compound interest monthly

Name of person:  

Date	Details	Drawings	Other	Contributions	Balance	Interest		
					Credit/(debit)	Debit Rate % *	Credit Rate % *	Interest (on average balance)
01-Apr	Opening bal				0.00			
	Salary			0.00	0.00			
	Other opening adjustments			0.00	0.00			
30-Apr		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May		0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jul		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Aug		0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Sep		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Oct		0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Nov		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan		0.00	0.00	0.00	0.00	0.00	0.00	0.00
29-Feb		0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00				0.00

\* Check that the interest rates are those prescribed by Inland Revenue for the current year.

Tick YES if workpaper linked to equity code, cross NO if linked to revenue code

Amount to reconcile to ledger	0.00
Interest per linked account (credit)/debit 501 John Smith	36,077.29
<b>Variance</b>	<b><u>-36,077.29</u></b>

### Loan summary

Opening (debit)/credit	0.00
Salary	0.00
Other opening adjustments	0.00
Drawings	0.00
Other	0.00
Contributions	0.00
	<u>0.00</u>
Interest	<u>0.00</u>
Closing	<u>0.00</u>
 Loan account (credit)/debit:	
	0.00
 <b>Variance</b>	 <b><u>0.00</u></b>
 Interest for linking	 0.00

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Approved by

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Approved date

## Current Account - interest on overdrawn

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### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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## Current Account Rec - non-Company

**Name of account holder:**

*(eg. Partner/beneficiary name)*

Opening balance 0.00

**Add:**

Share of income/loss 0.00

Funds introduced 0.00

Other: 0.00

0.00

**Less:**

Regular drawings 0.00

Other drawings 0.00

Income tax paid 0.00

Other: 0.00

0.00

Closing balance **0.00**

Ledger balance should be (Debit +ve, Credit -ve) 0.00

Balance as per 501 John Smith 36,077.29

**Variance** **-36,077.29**

**Notes**

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**Document links**

Description	Link

**Account links**

Linked account	Notes

## Current Account Rec - shareholders

**Name of shareholder:**

Opening balance 0.00

**Add:**

Shareholder salary	0.00	
Dividend credited	0.00	
Interest credited	0.00	
Funds introduced	0.00	
Other:		
	0.00	0.00

**Less:**

Regular drawings	0.00	
Other drawings	0.00	
Adjustment for personal use of company assets	0.00	
Interest charged (linked from <i>Current account - interest on overdrawn</i> )	0.00	
Income tax paid	0.00	
FBT contributions (linked from <i>FBT contribution on motor vehicles</i> )	0.00	
Other:		
	0.00	0.00

Closing balance 0.00

Ledger balance should be (debit +ve, credit -ve)	0.00	✘
Balance as per 501 John Smith		36,077.29
<b>Variance</b>		<b>-36,077.29</b>

**Notes**

**Document links**

Description	Link

**Account links**

Linked account	Notes



## Current Account Rec - shareholders (multiple GL codes)

**Name of shareholder:**

Opening balance		0.00
<b>Add:</b>		
Shareholder salary	0.00	
Dividend credited	0.00	
Interest credited	0.00	
Funds introduced	0.00	
Other:		
	0.00	
		0.00

<b>Less:</b>		
Regular drawings	0.00	
Other drawings	0.00	
Adjustment for personal use of company assets	0.00	
Interest charged (linked from <i>Current account - interest on overdrawn</i> )	0.00	
Income tax paid	0.00	
FBT contribution (linked from <i>FBT contribution on motor vehicles</i> )	0.00	
Other:		
	0.00	
		0.00

<b>Closing balance</b>		<b>0.00</b>
	Ledger balance should be (debit +ve, credit -ve)	0.00
	0.00	0.00
	<b>Variance</b>	<b>0.00</b>

**Notes**

**Document links**

Description	Link

**Account links**

Linked account	Notes

## Shareholder continuity

Date of change in shareholding

Shareholder name	No of shares before change	%	No of shares after change	%	Minimum holding
	0	0.00	0	0.00	0.00
	0	0.00	0	0.00	<b>0.00</b>

### Check

- The total lowest economic interest of shareholders disclosure in the tax return is correct.
- The company has not breached imputation credit carry forward requirements
- The company has not breached loss carry forward requirements

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Intercompany Loans

### Intercompany loan balances

Entity name	Entity A	Entity B	Entity C	Entity D	Entity E	Entity F	Entity G	Entity H	Entity I	Entity J	Total
Entity A											
Entity B											
Entity C											
Entity D											
Entity E											
Entity F											
Entity G											
Entity H											
Entity I											
Entity J											
<b>Total</b>											

Variance for entity

### Variance for loans

Entity A										
Entity B										
Entity C										
Entity D										
Entity E										
Entity F										
Entity G										
Entity H										
Entity I										
Entity J										

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Bank Reconciliation

### Bank account 600 Bank - Cheque Account

Closing balance 145,072.55

### Bank reconciliation statement

Balance per bank statement 0.00

Add: Undeposited funds 0.00

Date	Description	Amount
		0.00

Less: Outstanding cheques 0.00

Date	Cheque No.	Amount
		0.00

Closing balance 0.00

**Variance** **-145,072.55**

### Checklist

<input type="checkbox"/>	Verified closing bank balance on bank statement.
<input type="checkbox"/>	Copy of balance date bank statement on file.
<input type="checkbox"/>	Reviewed outstanding deposits for reasonableness.
<input type="checkbox"/>	Reviewed outstanding cheques for stale cheques.
<input type="checkbox"/>	Balance agreed to trial balance.

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
Practice name **ABC Consulting**  
Prepared by **McCormack,Anna**  
Approved by

Period end **31/03/2018**  
Prepared date **05/07/2019**  
Approved date

## Bank Reconciliation (simple)

### Bank account 600 Bank - Cheque Account

Balance per ledger 145,072.55 

### Bank reconciliation statement

Balance per attached bank reconciliation 0.00

Variance -145,072.55 

### Checklist

<input type="checkbox"/>	Verified closing bank balance on bank statement.
<input type="checkbox"/>	Copy of balance date bank statement on file.
<input type="checkbox"/>	Reviewed outstanding deposits for reasonableness.
<input type="checkbox"/>	Reviewed outstanding cheques for stale cheques.
<input type="checkbox"/>	Balance agreed to trial balance.

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Bank Reconciliation Foreign Currency

### Bank account 600 Bank - Cheque Account

Balance per ledger NZD 145,072.55

### Bank reconciliation statement

Foreign currency 0.00  
 Balance per attached bank statement/(reconciliation) in foreign currency

Add: Undeposited funds 0.00

Date	Description	Amount
		0.00

Less: Outstanding cheques 0.00

Date	Cheque No.	Amount
		0.00

Closing balance 0.00

Exchange rate as at year end - expressed as cents/NZD 98.00

NZD closing balance per bank statement 0.00

**Variance** **-145,072.55**

### Checklist

<input type="checkbox"/>	Verified closing bank balance on bank statement.
<input type="checkbox"/>	Copy of balance date bank statement on file.
<input type="checkbox"/>	Reviewed outstanding deposits for reasonableness.
<input type="checkbox"/>	Reviewed outstanding cheques for stale cheques.
<input type="checkbox"/>	Balance agreed to trial balance.

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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## Investments - interest bearing

Description	Principal sum	Interest rate %	Maturity date
	0.00	0.00	

Opening balance	Interest received	Additional investment	Funds withdrawn	RWT on interest	Closing balance
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00

Balance as per 601 Bank - Savings account 0.00

**Variance 0.00**

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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## Term Deposit

### Term deposit details

details go here

### Reconciliation

Closing balance per bank		0.00
Closing balance per ledger	601 Bank - Savings account	0.00
	<b>Variance</b>	<b>0.00</b>

### Calculation of interest accrual

Interest rate for next 12 months	6.05 %	Last date interest was paid	
		Balance date	31/03/2018
		Number of days to accrue	736783
		Interest accrued to balance date	0.00

### Notes

notes to be included on the WorkSheet go here

### Document links

Description	Link

### Account links

Linked account	Notes



Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## GST analysis by period

GST Rate

Analysis of GST returns										Comparison to General Ledger (optional)			
<input type="checkbox"/> Tick if you want a comparison to GL													
Period / Details	Total outputs	Less zero rated	GST on outputs	Total inputs	GST on inputs	Adjustments (output +ve, input -ve)	Net GST due per return	GST paid / (refunded)	GST outstanding	Output tax per GL	Difference	Input tax per GL	Difference
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

GST outstanding at balance date (carried through to *GST Reconciliation* workpaper)   
 (GST payable shows as a negative)

Net difference between GST returns and GL (carried through to *GST Reconciliation* workpaper)

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## GST Reconciliation

GST outstanding per returns (linked from *GST Analysis by Period*) 0.00  
- if not used, enter GST outstanding below

### Other GST outstanding

Details	Period ended	GST collected	GST paid	Net GST due
		0.00	0.00	0.00
GST collected / paid since last return to balance date:		0.00	0.00	0.00
		0.00	0.00	0.00
<b>Total GST outstanding at balance date</b>				<b>0.00</b>

### Timing adjustment (use for payment basis only):

GST on accounts receivable (linked from <i>Trade debtors listing (simple)</i> )	0.00		0.00	
GST on accounts receivable (if other workpaper used)	0.00		0.00	
GST on cash on hand	0.00		0.00	
GST on accounts payable (linked from <i>Trade creditors</i> )		0.00	0.00	
GST on unpresented cheques (if not included in last return)		0.00	0.00	
Other timing adjustments				
	0.00	0.00	0.00	
<b>Total timing adjustments</b>				<b>0.00</b>

### Net GST due before other adjustments

**0.00**

### Other adjustments:

GST on expenses (linked from <i>Home office expenses - business use %</i> )		0.00	0.00	
GST on expenses (linked from <i>Home office expenses - specific rate %</i> )		0.00	0.00	
GST on expenses (linked from <i>Entertainment - adjustment required</i> )	0.00		0.00	
Difference between returns and GL (linked from <i>GST Analysis by Period</i> )	0.00	0.00	0.00	
	0.00	0.00	0.00	
<b>Total other adjustments</b>				<b>0.00</b>

### Net GST due (negative amount = GST payable)

			0.00
Balance as per 630 GST			-20,512.11
+ Other accounts (if not in group)		Amount	
		0.00	
Total other accounts			0.00
		Total balance per ledger	-20,512.11
		<b>Variance</b>	<b>20,512.11</b>

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

## Income Tax Calculation

Tax rate of 30.00 % (last year 30.00 %)

	This year	Last year
Profit/(loss) per accounts	0.00	0.00
<b>Add: Non-deductible items</b>		
	0.00	
	0.00	0.00
<b>Less: Allowable deductions and non-assessable income</b>		
	0.00	
	0.00	0.00
Taxable profit/loss	0.00	0.00
Tax payable	0.00	0.00

### Checklist

<input type="checkbox"/>	Agreed to trial balance
<input type="checkbox"/>	Agreed to income tax return
<input type="checkbox"/>	Reviewed accounts for all non deductible items
<input type="checkbox"/>	Reviewed accounts for all allowable deductions & non assessable income
<input type="checkbox"/>	Completed "Provision for Income Tax" workpaper

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Income Tax Expense

Income tax rate 28.00 %

	Income	Tax @ 28.00 %
Net profit before taxation	0.00	0.00
Imputation credits on dividend income (if dividend income shown net of ICs)	0.00	0.00
	0.00	0.00
Deferred tax at beginning of year	0.00	0.00
Deferred tax at end of year		
	0.00	0.00
	0.00	0.00
Subtotal	0.00	0.00
Add: Assessable income not included in accounts (eg: taxable FIF income)		
	0.00	0.00
	0.00	0.00
Add: Non-deductibles		
	0.00	0.00
	0.00	0.00
Less: Non-assessable income		
	0.00	0.00
	0.00	0.00
Subtotal	0.00	0.00
Less: Losses brought forward	0.00	0.00
Taxable income	0.00	0.00
Tax on taxable income	0.00	
Imputation credits utilised this year (if dividend income shown net of ICs)	0.00	
	0.00	
Plus/minus deferred tax	0.00	
Tax expense per profit and loss	0.00	
Immaterial rounding variance	0.00	
Tax expense per profit and loss - rounded	0.00	✘
Tax expense per general ledger		-25,730.70
<b>Variance:</b>		<b>25,730.70</b>

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Income Tax Expense

---

### Journal to be created

Description	Dr/(cr) amount
<i>Tax Expense breakdown</i>	
Tax on net profit	0.00
Tax effect of permanent differences and imputation added to income	0.00
Tax effect of prior year losses	0.00
Tax effect of deferred tax	0.00
<i>Tax liability</i>	
Deferred tax liability	0.00
Provision for tax	0.00
<i>"Off balance sheet" accounts for Tax note and ICA note</i>	
Deferred Income / Expense opening balance	0.00
Deferred Income / Expense closing balance	0.00
Tax losses brought forward	0.00
Assessible income not in accounts (eg: taxable FIF income)	0.00
Imputation credits on dividends received (credit to show in Tax note)	0.00
Imputation credits utilized this year	0.00
off balance sheet / information account contra	0.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes



## Trade Debtors

Trade debtors	0.00
Less provision for doubtful debts	0.00
Trade debtors per balance sheet	<u>0.00</u>

Balance as per 635 Accounts Receivable 116,215.04

### Trade debtors reconciliation

Balance per debtors ledger	0.00
Bad debts written off	0.00
Credit balances transferred to creditors	0.00
Credit notes issued after year end	0.00
Other adjustments	
	0.00

Trade debtors per balance sheet 0.00

**Variance** **-116,215.04**

### Summary of bad debts

Name of debtor	Amount
	0.00

## Checklist

<input type="checkbox"/>	Is a debtors ledger maintained?
<input type="checkbox"/>	If no debtors ledger maintained, document how debtors calculated (eg. invoices, post balance date bankings)
<input type="checkbox"/>	Has a debtors reconciliation been prepared?
<input type="checkbox"/>	Have bad debts and credits given subsequent to year end been considered?
<input type="checkbox"/>	Has client maintained adequate records to substantiate bad debts written off?
<input type="checkbox"/>	Is the provision for doubtful debts adequate?

## Notes

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## Document links

Description	Link

## Account links

Linked account	Notes


Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Trade Debtors Listing (simple)

Invoice date	Date paid	Description	GST %	GST	Net	Gross
			15.00	0.00	0.00	0.00
				0.00	0.00	0.00

Balance as per 635 Accounts Receivable 116,215.04

Variance -116,215.04 

### Checklist

<input type="checkbox"/>	Is a debtors ledger maintained?
<input type="checkbox"/>	If no debtors ledger maintained, document how debtors calculated (eg. invoices, post balance date bankings)
<input type="checkbox"/>	Have bad debts and credits given subsequent to year end been considered?
<input type="checkbox"/>	Has client maintained adequate records to substantiate bad debts written off?

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes



## Trade Debtors Reconciliation

### Balance sheet reconciliation *(only required when there is a provision for doubtful debts)*

Trade debtors	Account:	635 Accounts Receivable	116,215.04
Less provision for doubtful debts	Account:		0.00
Trade debtors per balance sheet			<u>116,215.04</u>
Balance as per 635 Accounts Receivable			<u>116,215.04</u>

### Trade debtors reconciliation

Balance per debtors ledger		0.00
Bad debts written off		0.00
Credit balances transferred to creditors		0.00
Credit notes issued after year end		0.00
Other adjustments		
Adjustments		0.00
		0.00

Trade debtors per balance sheet 0.00

**Variance** **-116,215.04**

Bad debts	Account:	300 Bad Debts	0.00
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### Summary of bad debts

Name of debtor	Amount
Debtor name	0.00
Debtor 2 name	0.00
	0.00

**Variance** **0.00**

### Summary of doubtful debts

Name of debtor	Amount
	0.00

**Variance** **0.00**

### Checklist

<input type="checkbox"/>	Is a debtors ledger maintained?
<input type="checkbox"/>	If no debtors ledger maintained, document how debtors calculated (eg. invoices, post balance date bankings)
<input type="checkbox"/>	Has a debtors reconciliation been prepared?
<input type="checkbox"/>	Have bad debts and credits given subsequent to year end been considered?
<input type="checkbox"/>	Has client maintained adequate records to substantiate bad debts written off?
<input type="checkbox"/>	Is the provision for doubtful debts adequate?

### Notes

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### Document links

Description	Link

Client name **Another Company Ltd**  
Practice name **ABC Consulting**  
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Approved by

Period end **31/03/2018**  
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Approved date

## Trade Debtors Reconciliation

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### Account links

Linked account	Notes

## Prepayments

### Prepayment details

Description:	
Prepayment amount	0.00
Beginning date of prepayment	
End date of prepayment	
Days in prepayment	1
Amortisation start date	
Period end date	
Days this period	1
Expense this period	0.00

### Prepayment reconciliation per 640 Payments in Advance

Opening balance	219.00
Add: Payments this period	0.00
Less: Expense this period	0.00
Total	219.00
Closing balance	219.00
<b>Variance</b>	<b>0.00</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
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Period end **31/03/2018**  
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## Prepayments with rollover

Period start date: 01/04/2017  
 Period end date: 31/03/2018

Description	Cost	Start date	End date	Prepayment period (days)	Current year (days)	Opening balance	Expensed this year	Closing balance	Document
..Insurnace	100.00	01/11/2013	31/10/2014	365	0	10.00	0.00	10.00	
	0.00			0	0	0.00	0.00	0.00	

Total closing balance 10.00

Account value: 640 Payments in Advance 219.00

**Variance: -209.00**

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Stock on Hand

Details	Ref	Valuation method	Amount
			0.00
			0.00
Balance as per 720 Stock on Hand - Raw Materials			-2,257.96
<b>Variance</b>			<b>2,257.96</b>

### Checklist

<input type="checkbox"/>	Consider whether any write-down is justified (eg. obsolete stock)
<input type="checkbox"/>	Consider whether valuation method can be changed

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Fixed Assets


Fields in blue are derived from the ledger. These values can be manually updated.

Opening book value			34,500.00
Add:	Purchases (see schedule below)	0.00	
	Depreciation recovered	0.00	
	Capital gain on disposal of asset	0.00	0.00
Less:	Disposals (see schedule below)	0.00	
	Depreciation	0.00	
	Loss on disposal of assets	0.00	0.00
Closing book value			34,500.00

Closing book value as per:

734 Motor Vehicles	33,455.56	
	0.00	33,455.56
<b>Immaterial variance</b>		<b>0.00</b>

Variance

1,044.44 

### Purchases

Date	Asset	Cost (excl)
		0.00
		0.00

### Disposals

Date	Asset	Cost (excl)
		0.00
		0.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
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Period end **31/03/2018**  
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 Approved date

## Generic Asset Template

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Date	Description	Amount
		0.00
		0.00
	Balance as per 734 Motor Vehicles	33,455.56
	<b>Variance</b>	<b>-33,455.56</b>

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

## Mixed Use Asset Calculation - Days

Income earning days	0		
Counted days (private)	0		
Income earning days + counted days	0	?	
Deductible expenses	?		
Non-deductible - tax adjustment	?		
<b>Expenses to portion and non-deductible codes to reclassify them to:</b>			
		0.00	0.00
<b>Check balance coded to non-deductible tax adjustment codes:</b>			
		0.00	
<b>Total:</b>		<b>0.00</b>	
<b>Variance:</b>		?	

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes



## Accounting for Investments

### Cost summary

<b>Opening balance</b>		0.00
Add:		
Purchases		0.00
Cost adjustments		0.00
Less:		
Sales		0.00
Cost adjustments		0.00
<b>Closing balance</b>		0.00
Account linked to workpaper (if any): 750 Listed Shares		2,500.00
or select accounts to reconcile:		
	0.00	0.00
<b>Variance</b>		<b>-2,500.00</b>

### Mark to market profit/(loss)

<b>Closing market value</b>		0.00
Add:		
Net sale proceeds		0.00
Cost adjustment (decrease)		0.00
Less:		
Opening market vlaue		0.00
Purchases		0.00
Cost adjustment (increase)		0.00
<b>Mark to market profit/(loss)</b>		0.00
for reconciliation, show credit balance as negative		0.00
Select accounts to reconcile:		0.00
	0.00	0.00
<b>Variance</b>		<b>0.00</b>

### Realised profit/(loss)

<b>Realised profit/(loss)</b>		0.00
Select accounts to reconcile:		0.00
	0.00	0.00
<b>Variance</b>		<b>0.00</b>

## Accounting for Investments

### Investment data

**Investment:**

Prior year market price at year end 0.00  
 Current year market price at year end 0.00

Purchase date	Opening balance			Buy		Sell		Cost/unit adjustment		Closing balance			Sale proceeds	Realised profit/loss
	Units	Cost	Value	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Value		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Investment:**

Prior year market price at year end 0.00  
 Current year market price at year end 0.00

Purchase date	Opening balance			Buy		Sell		Cost/unit adjustment		Closing balance			Sale proceeds	Realised profit/loss
	Units	Cost	Value	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Value		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Investment:**

Prior year market price at year end 0.00  
 Current year market price at year end 0.00

Purchase date	Opening balance			Buy		Sell		Cost/unit adjustment		Closing balance			Sale proceeds	Realised profit/loss
	Units	Cost	Value	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Value		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Investment:**

Prior year market price at year end 0.00  
 Current year market price at year end 0.00

Purchase date	Opening balance			Buy		Sell		Cost/unit adjustment		Closing balance			Sale proceeds	Realised profit/loss
	Units	Cost	Value	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Value		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Investment:**

Prior year market price at year end 0.00  
 Current year market price at year end 0.00

## Accounting for Investments

Purchase date	Opening balance			Buy		Sell		Cost/unit adjustment		Closing balance			Sale proceeds	Realised profit/loss
	Units	Cost	Value	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Value		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### Report totals

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss
Cost	Value	Cost		Cost		Cost		Cost	Value		
0.00	0.00	0.00		0.00		0.00		0.00	0.00	0.00	0.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
Practice name **ABC Consulting**  
Prepared by **McCormack, Anna**  
Approved by

Period end **31/03/2018**  
Prepared date **05/07/2019**  
Approved date

## Accounting for Investments (Cost)

### Cost summary

<b>Opening balance</b>		0.00
Add:		
	Purchases	0.00
	Cost adjustments	0.00
Less:		
	Sales	0.00
	Cost adjustments	0.00
<b>Closing balance</b>		<u>0.00</u> 
Account linked to workpaper (if any): 750 Listed Shares		2,500.00
or select accounts to reconcile:		
		<u>0.00</u>
<b>Variance</b>		<u><u>-2,500.00</u></u>

### Realised profit/(loss)

<b>Realised profit/(loss)</b>		0.00
Select accounts to reconcile:		
		<u>0.00</u>
<b>Variance</b>		<u><u>0.00</u></u>

## Accounting for Investments (Cost)

### Investment data

Description:

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance	
--	-----------------	--	-----	--	------	--	----------------------	--	-----------------	--

## Accounting for Investments (Cost)

Purchase date	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Sale proceeds	Realised profit/loss	Notes
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

## Accounting for Investments (Cost)

0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

Purchase date	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Purchase date	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Purchase date	Opening balance		Buy		Sell		Cost/unit adjustment		Closing balance		Sale proceeds	Realised profit/loss	Notes
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost			
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

### Report totals

Opening balance	Buy	Sell	Cost/unit adjustment	Closing balance	Sale proceeds	Realised profit/loss
Cost	Cost	Cost	Cost	Cost		
0.00	0.00	0.00	0.00	0.00	0.00	0.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Investments - shares

Description	Opening number of shares	Number of shares added	Number of shares sold	Closing number of shares	Opening value	Value of shares added	Value of shares sold	Gain/loss on sale	Closing balance at cost	Closing share price	Closing balance at market value	Gain/loss at market value
	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00		0.00	0.00

Balance as per 750 Listed Shares 2,500.00

Variance -2,500.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes



Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Investments - summary

Total from Investments (linked from <i>Investments - interest bearing</i> )	0.00
Total from Investments (linked from <i>Investments - shares</i> )	0.00
Other investments:	
	0.00
	0.00
Total investments	0.00
Balance as per 78+ *** INVESTMENT PROPERTY [780 - 789] ***	0.00
<b>Variance</b>	<b>0.00</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Rental Property

Property address:

Month	Gross rent	Agent / management fees	Cleaning and maintenance	Advertising / promotions	Repairs	Electricity	Water	Rates and taxes	Bank charges	Sundry	Net rent
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Less: Additional expenses paid by client:

Interest	0.00
Rates	0.00
Repairs	0.00
Other	0.00
Subtotal	0.00

Less: Depreciation and write-off

Depreciation	0.00
Building write-off	0.00
Subtotal	0.00

Net rental income/(loss) 0.00

Client name **Another Company Ltd**  
Practice name **ABC Consulting**  
Prepared by **McCormack,Anna**  
Approved by

Period end **31/03/2018**  
Prepared date **05/07/2019**  
Approved date

## Rental Property

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Practice Name: ABC Consulting  
 Client Name: Another Company Ltd  
 Prepared By: McCormack,Anna  
 Approved By:

Period End: 31/03/2018  
 Prepared Date: 05/07/2019  
 Approved Date:

## Rental Property analysis

Property Address:

Month	Gross Rent	Agent / M'gement Fees	Cleaning & Maintenance	Advertising / Promotions	Repairs	Electricity	Water	Rates & Taxes	Bank Charges	Sundry	Net Rent
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Less additional expenses paid by client:

Interest	0.00
Rates	0.00
Repairs	0.00
Other	0.00
Subtotal	<u>0.00</u>

Less depreciation and write-off

depreciation	0.00
building write-off	0.00
Subtotal	<u>0.00</u>

Net rental income / (loss) 0.00

Practice Name: ABC Consulting  
Client Name: Another Company Ltd  
Prepared By: McCormack,Anna  
Approved By:

Period End: 31/03/2018  
Prepared Date: 05/07/2019  
Approved Date:

## Rental Property analysis

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### Notes

<input type="checkbox"/>
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### Document Links

Description	Link
<input type="checkbox"/>	<input type="checkbox"/>

## Trade Creditors

Client's accounts payable schedule (attached) 0.00

### Other payables:

Details	Account	GST%	GST	Net amount	Gross amount
Creditor 1	800	0.00	0.00	0.00	0.00
			0.00	0.00	0.00
Total trade creditors					0.00 
Balance as per 800 Accounts Payable					-1,434.69
<b>Variance</b>					<b>1,434.69</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Bank Loan analysis

### Loan details

### Reconciliation

Closing balance per bank				40,000.00
Closing balance per ledger	Current portion	849/10 Term Loan No 1 ex 850/05		0.00
	Non-current portion	850 Term Loan No 1		-40,000.00
				-40,000.00
			<b>Variance</b>	<b>0.00</b>

### Calculation of current/non-current portion

Interest rate for next 12 months	0.00 %	Last date interest was paid	
Monthly repayment amount	0.00	Balance date	31/03/2018
		Number of days to accrue	736783
Current portion	0.00		
Non-current portion	40,000.00	Interest accrued to balance date	0.00

Month	Interest	Principal	Balance
1	0.00	0.00	40,000.00
2	0.00	0.00	40,000.00
3	0.00	0.00	40,000.00
4	0.00	0.00	40,000.00
5	0.00	0.00	40,000.00
6	0.00	0.00	40,000.00
7	0.00	0.00	40,000.00
8	0.00	0.00	40,000.00
9	0.00	0.00	40,000.00
10	0.00	0.00	40,000.00
11	0.00	0.00	40,000.00
12	0.00	0.00	40,000.00
		0.00	

### Flag check

	Current portion	Non-current portion
Closing balance per ledger	0.00	40,000.00
Closing balance calculated	0.00	40,000.00
<b>Variance</b>	<b>0.00</b>	<b>0.00</b>
<b>Immaterial rounding</b>	<b>0.00</b>	<b>0.00</b>
<b>Adjusted variance</b>	<b>0.00</b>	<b>0.00</b>
Expected ledger balances	0.00	-40,000.00

### Notes

### Document links

Description	Link
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Client name **Another Company Ltd**  
Practice name **ABC Consulting**  
Prepared by **McCormack,Anna**  
Approved by

Period end **31/03/2018**  
Prepared date **05/07/2019**  
Approved date

## Bank Loan analysis

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### Account links

Linked account	Notes



Client name **Another Company Ltd**  
Practice name **ABC Consulting**  
Prepared by **McCormack,Anna**  
Approved by

Period end **31/03/2018**  
Prepared date **05/07/2019**  
Approved date

## Hire Purchase

### Hire purchase information

Asset purchased		Finance company	
Date purchased		Finance rate	0.00%

	Amount		
Cost of asset	0.00	Term of HP in months	0
Less:		Date of first payment	
Trade-in	0.00	Regular instalment amount	0.00
Deposit	0.00	Final instalment amount	0.00
Others	0.00	Total repayments	0.00
Add:		Total interest and fees	0.00
Others	0.00	Total sum of digits	0
Amount financed	<b>0.00</b>		

### Hire purchase payment analysis

	No. of payments	Sum of digits	Interest portion	Principal portion	Total payments
No. of payment in previous period	0	0	0.00	0.00	0.00
No. of payment in current period	0	0	0.00	0.00	0.00
No. of payment in next 12 months	0	0	0.00	0.00	0.00
Outstanding payment	0	0	0.00	0.00	0.00
	0	0	0.00	0.00	0.00

### Net hire purchase liability

	Balance as per accounts	Balance as per above schedule	Variance
Total outstanding principle amount	0.00	0.00	<b>0.00</b>
HP liability - current <>	0.00	0.00	<b>0.00</b>
HP liability - non-current <>	0.00	0.00	<b>0.00</b>
Less: HP interest-in-suspense <>	0.00	N/A	<b>N/A</b>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Loan Reconciliation

Bank account name and number

Closing balance as per statement		\$0.00
Less: Interest paid	0.00	
Bank charges	0.00	
Loan service fees	0.00	
Refund	0.00	0.00
	Sub-total	0.00
Add: Repayments		0.00
Balance as per accounts		\$0.00

### Loan reconciliation statement

Balance as per general ledger account 810 Current Loan 1 -64,200.00

**Variance** 64,200.00 

### Notes

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### Document links

Description	Link

### Accounts links

Linked account	Notes

## Bank Loans

### Secured loans

	0.00
	0.00

### Unsecured loans

	0.00
	0.00

Total bank loans 0.00

### Current

	0.00
	0.00

### Non current

	0.00
	0.00

Total of current and non current 0.00

**Variance 0.00**

### Checklist

<input type="checkbox"/>	Have reconciliation's been prepared for all balances.
<input type="checkbox"/>	Has classification of balances between current and non current been considered.
<input type="checkbox"/>	Have loan statements been attached.
<input type="checkbox"/>	Have you considered disclosure of security for debts in the financial statements.
<input type="checkbox"/>	Have you considered the existence of other loans.
<input type="checkbox"/>	Is interest paid in accordance with loan agreement.

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Generic Liability Template

Date	Description	Amount
		0.00
		0.00

Amount to reconcile to ledger (credit balance) 0.00

Balance as per 850 Term Loan No 1 -40,000.00

**Variance** **40,000.00**

### Notes

### Document links

Description	Link

### Account links

Linked account	Notes

Client name **Another Company Ltd**  
 Practice name **ABC Consulting**  
 Prepared by **McCormack,Anna**  
 Approved by

Period end **31/03/2018**  
 Prepared date **05/07/2019**  
 Approved date

## Intercompany Loans Reconciliation

### Intercompany loan balances

This ledger account	Loan amount	Other ledger account	Loan amount	Variance
849/10 Term Loan No 1 ex 850/05	0.00	849/11 Term Loan No 2 ex 851/05	0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00
	0.00		0.00	0.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Dividend Paid - Net

Date of dividend	Total # shares in company *	Total gross dividend	Total imputation credits	Net dividend	Withholding tax rate %	Withholding tax	Net amount paid
	0	0.00	0.00	0.00	0.00	0.00	0.00

<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
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\* Enter the number of shares in the the total field. All dividends paid in this workpaper are based on the same shareholding.

Shareholder	# Shares held	Gross dividend	Imputation credits	Net dividend	Withholding tax rate %	Withholding tax	Net amount paid
	0	0.00	0.00	0.00	0.00	0.00	0.00

<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
--------------	----------	-------------	-------------	-------------	--	-------------	-------------

<b>Variance</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
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Net dividend	0.00
Immaterial rounding	0.00
<u>Rounded payment</u>	<u>0.00</u>

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Imputation Credit Account

	This year	Last year
Opening balance	0.00	0.00
<b>Add:</b>		
Taxation paid	0.00	
Resident withholding tax	0.00	
Dividend withholding payments	0.00	
Imputation credits received	0.00	
Others	0.00	
	0.00	0.00
<b>Less:</b>		
Taxation refunded	0.00	
Imputation credits attached to dividends paid	0.00	
Others	0.00	
	0.00	0.00
Closing balance	0.00	0.00
<b>Closing balance as per:</b>		
	0.00	
	0.00	
<b>Variance</b>	<b>0.00</b>	
<b>Check opening balance</b>		
Balance per account 996/80 Imputation Credit Account	0.00	
Opening balance (as above)	0.00	
<b>Variance</b>	<b>0.00</b>	

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes

## Imputation credit account to retained earnings reconciliation

Current year tax rate	28.00 %	
<b>Retained Earnings per Balance Sheet</b> (credits show as negative numbers)		
Opening Balance		0.00
(Profit) / Loss for the year		0.00
Other movements		0.00
<b>Closing Retained Earnings per balance sheet</b> (credit is a positive number)		0.00
<b>Add / (less) non-taxable / non-assessable amounts in Retained Earnings</b>		
<b>Add</b>		
Tax losses available at end of this year	0.00	
Total non-deductible expenses (per table below)	0.00	
Total assessable income not included in accounts (eg. FIF income) (per table below)	0.00	
		0.00
<b>Less</b>		
Total non-assessable income (per table below)		0.00
<b>Add/(Less) other adjustments to Retained Earnings</b>	0.00	
		0.00
<b>Amount of Retained Earnings subject to tax</b>		0.00
<b>Calculated Imputation Credits at current year tax rate</b>		0.00
<b>Tax not yet paid at balance date</b>		
Add tax refunds due / (less tax to pay) per Balance Sheet		0.00
<b>Add/(Less) other adjustments to Imputation Credits</b>	0.00	
		0.00
Immaterial rounding adjustment		0.00
<b>ICA balance should be</b>		0.00
Closing Imputation Credit Account balance from ICA workpaper		0.00
Variance		0.00



## Imputation credit account to retained earnings reconciliation

### Schedule of adjustments to Retained Earnings and Dividends paid

Year	Description / comment	Non-deductible expenses in accounts	Assessable income not in accounts (eg FIF)	Non-assessable income in accounts
		0.00	0.00	0.00
		0.00	0.00	0.00

### Notes

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### Document links

Description	Link

### Account links

Linked account	Notes