

# **XERO USERS**

## **SPECIFIC REPORT REQUIREMENTS FOR ANNUAL ACCOUNTS**

### **INFORMATION REQUIRED FOR 31 MARCH 2015**

#### **XERO END OF YEAR PROCEDURES**

**BEFORE** sending in your information please make sure that the following have been completed:

- A bank reconciliation completed up to 31 March 2015 for each bank account
- Debtors as at 31 March 2015. Please ensure that all debtors for the month of March have been entered, and if not add them
- Creditors as at 31 March 2015. Note that you will probably continue to receive creditors invoices for March until about the 12th or 13th of April 2015. Continue to record creditor invoices that relate to March as they arrive.
- If you haven't already, invite [Rupert@lovetogrow.co.nz](mailto:Rupert@lovetogrow.co.nz) as a 'Financial Advisor' user with the ability to Manage users.

Please be aware that you will still have to go through the Annual Accounts questionnaire. Check that we have all other documentation and we will need hard copies of these if they apply to your situation:

- Closing bank statements, loan statements and credit card statements showing balance at 31st March 2015 for each account.
- Details of any fixed assets purchased during the income year
- Home office info e.g. power, phone, internet, mortgage interest, insurance, rates, repairs & maintenance. Plus the size of home office area compared to size of total home area.
- GST Returns for the year
- RWT certificate
- Stock take information
- ACC levies invoices