

# Accounting Checklists

## Methods of spending checklist

### Level 6

Methods of spending include but are not limited to:

- cash
- EFTPOS/debit cards
- debit cards with credit card features
- credit cards
- hire purchase
- store credit
- electronic banking
- internet purchases.

## Concepts used in preparation of financial statements checklist

### Level 6

- capital and revenue expenditure
- depreciation
- accounting entity
- monetary measurement
- going concern
- period reporting
- accrual basis
- historical cost.

### Level 7

- As for level 6 and qualitative characteristics of accounting information.

### Level 8

- As for levels 6 and 7
- constraints on relevant and reliable information
- features of reporting entities.

## Components of financial statements checklists

### Level 6

- financial elements including characteristics
- current and non-current assets and liabilities
- accounting policies for entity, measurement base, property, plant and equipment, and depreciation
- estimated receipts and payments.

### Level 7

- As for level 6
- financial elements, including characteristics and recognition criteria
- current and non-current assets and liabilities
- accounting policies as for level 6 plus for accounts receivable, inventory, GST, and changes in accounting policy
- cash receipts and cash payments (related to the cash flow statement).

### Level 8

- As for levels 6 and 7
- relevant accounting policies for reporting entities
- statutory reporting requirements for financial statements and notes to the financial statements
- relevant (parts of) New Zealand equivalence to International Financial Reporting Standards (NZIFRS).

## Balance day adjustments checklist

Plus additional information used in the preparation of the financial statements

### Level 6

- accrued expenses
- accrued income
- prepayments
- income in advance
- depreciation using straight line methods
- unpaid invoices on hand for sales/fees/purchases/expenses/assets.

### Level 7

- As for level 6
- additional bad debts
- doubtful debts, including adjustments to allowance for doubtful debts
- depreciation using diminishing value/units of use methods
- inventory adjustment when realisable value below cost
- purchase/disposal of property, plant, and equipment
- closing and reversing entries.

### Level 8

- As for levels 6 and 7
- revaluation of land and buildings and financial assets
- taxation paid and payable limited to debit taxation expense credit tax payable and offsetting any provisional tax paid against tax payable
- dividends paid
- reporting of dividends proposed after the end of the reporting period
- share issue/re-purchase.