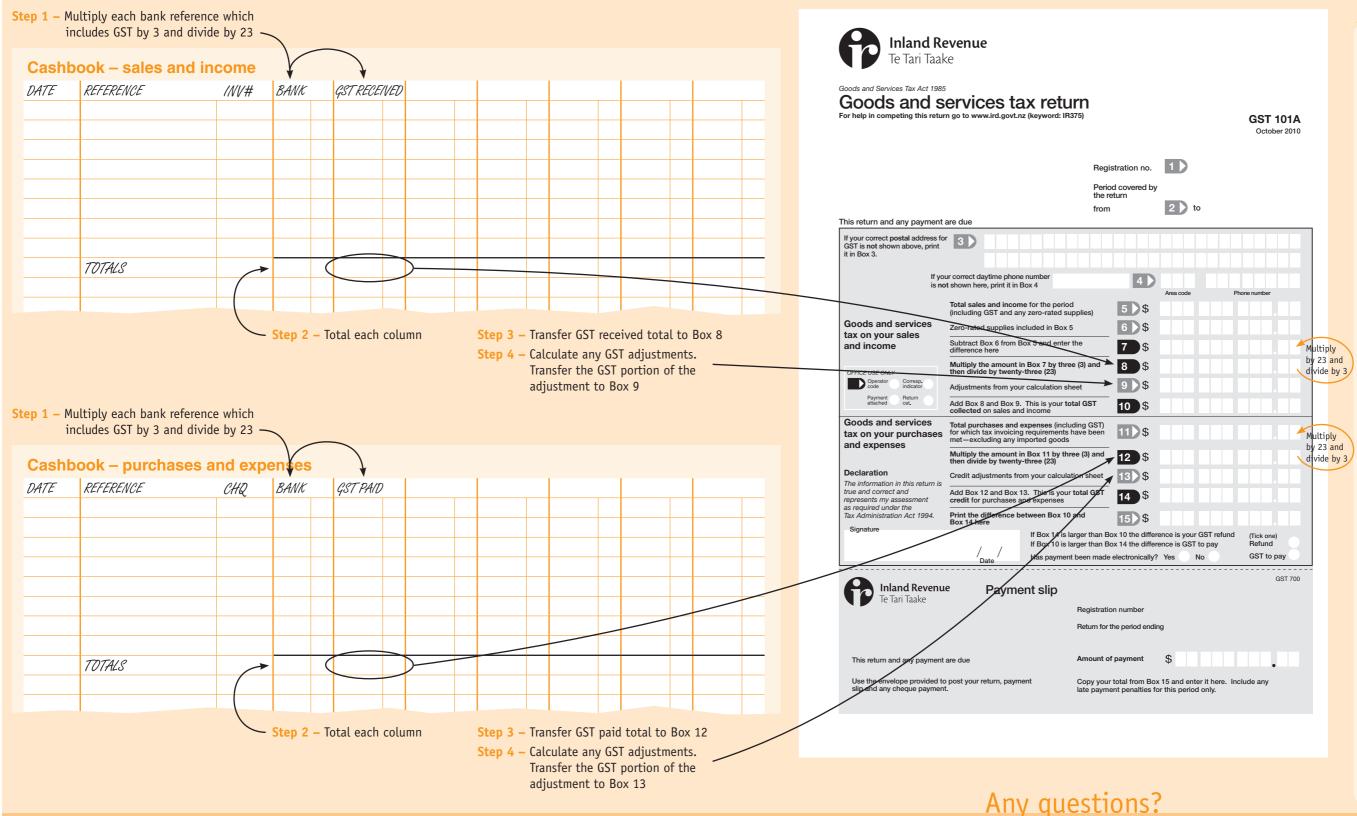


Model cashbook

Example

How to complete your GST return using a cashbook



You can file your GST return through myIR secure online services. Register or log on at www.ird.govt.nz

Adjustments Box 9—debit

adjustments

- private use of business goods and services
- assets costing less than \$18,000
- assets kept when ceasing to be registered
- entertainment expenses (once a year only)
- change of accounting basis
- goods and services used in making exempt supply
- other (such as barter, bad debts recovered, exported secondhand goods or insurance payments received).

Box 13—credit adjustments

- business use of private goods and services
- assets costing less than \$18,000
- change of accounting basis
- other (such as bad debts written off or payments to the New Zealand Customs Service).

Note:

Remember the amounts included in Boxes 9 and 13 of your return are the GST portion.

See our website www.ird.govt.nz/gst

for an explanation of different types of adjustments.



Model cashbook

If you're using the payments basis of accounting you'll find the cashbook a very easy and convenient system of accounting for GST.

How to complete your GST return using a cashbook

Before you can start filling in your GST return, you need to reconcile your cashbook with your bank statements.

This simply means balancing your bank statement against the money you've paid or received. If you have difficulty reconciling your cashbook, your tax agent or bank should be able to help. Refer to Part 3 of our Smart business (IR 320) guide which you can view or download at www.ird.govt.nz "Forms and guides".

Step 1

Write the GST content for each bank reference which includes GST in the GST received or paid column (multiply each bank total by 3 and divide by 23). Remember, there are some sales and income. and purchase and expense items that have no GST included in the bank total. Leave the GST column blank for these items.

Step 2

Once you have reconciled your cashbook to your bank statement, total the columns of your cashbook. For more information on reconciling your cashbook and bank statements, see Part 3 of our Smart business (IR 320) guide.

Cashl	book – sales and incom	e	\mathbf{V}		Ĵ											
DATE	REFERENCE	INV#	BANK		GST RECEIVED	1	SALES		GRANTS		FUNDS INTRODU (NO GST)		INTERES (NO GST)		SUNDR4	
3 June	Customer (sale)	7	2,000	00	260	87	1,739	13								
5 June	Government (grant)		450	00	58	70			391	30						
8 June	Sale of computer (fixed asset)		1,125	00	146	74									978	26
15 Jane	Owner — Partner		800	00							800	00				
22 June	Bank interest		15	35									15	35		
25 June	Customer (sale)	8	1,750	00	228	26	1,521	74								
26 June	Commission sales	9	2,500	00	326	09	2,173	91								
-	TOTALS		8,640	35 (1,020	66	5,434	78	391	30	800	00	15	35	978	26
					\sim	_										

Cashbook – purchases and expenses

DATE	REFERENCE	CHR	BANK		GST PI	4/D	PURCHA	SES	COMMER RENT	RCIAL	MOTOR VEHICLI		WAGES (ND GS)	7)	LDAN REPAYM (ND GST		PRIVAT DRAWII (ND GS	NGS	SUNDK	24
3 June	Stock Ltd (purchase)	100	3,500	00	456	52	3,043	48											\sim	
3 June	H. Elp (wages)	101	881	00									881	00						
8 June	Landlord (commercial rent)	102	750	00	97	83			652	17										
15 June	Petrol co	103	55	00	6	52					43	48					5	00		
22 June	PAYE paid to IRD	104	195	00									195	00						
25 June	Partner drawings	105	400	00													400	00		
28 June	GST paid to IRD	106	310	<i>98</i>															310	98
								/												
30 June	Bank fees	DD	10	25			/												10	25
30 June	Loan	AP	800	00											800	00				
	TOTALS		6,902	23(560	87	8,043	48	652	17	43	48	1,076	00	800	00	405	00	321	23
					\sim	\sim														



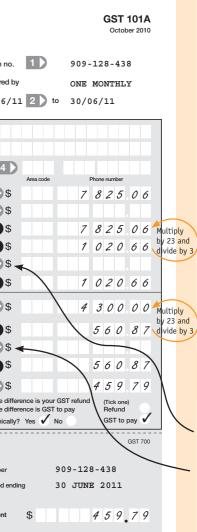


and Services Tax Act 1985 Goods and services tax return

	For help in competing this return	n go to www.ird.govt.r	nz (keyword: IR3	375)	
	A M BROWN AND M A PO BOX 2198	SMITH PARTN	SRSHIP		
	WELLINGTON	6000		Regi	stration no.
				the re	d covered b eturn 01/06/1
	This return and any payment	are due 28 JULY	2011		
	If your correct postal address for GST is not shown above, print it in Box 3.	3			
	Payments basis If you is no	ur correct daytime phon t shown here, print it in	e number Box 4 04	497 77	77 4
		Total sales and incor (including GST and a			5 \$
	Goods and services tax on your sales	Zero-rated supplies in	i	6 \$	
	and income	Subtract Box 6 from 8 difference here	the	7 \$	
	OFFICE USE ONLY	Multiply the amount then divide by twenty	in Box 7 by thre /-three (23)	e (3) and	8 \$
	Operator Corresp. indicator Payment Return attached Return	Adjustments from you	eet	9 🕽 \$	
		Add Box 8 and Box 9 collected on sales an	tal GST	10 \$	
	Goods and services tax on your purchases and expenses	Total purchases and for which tax invoicin met-excluding any i	ding GST) nave been	11)\$	
		Multiply the amount then divide by twenty	in Box 11 by thr /-three (23)	ee (3) and	12 \$
_	Declaration The information in this return is	Credit adjustments fr	tion sheet	13 \$	
	true and correct and represents my assessment as required under the Tax Administration Act 1994. Signature	Add Box 12 and Box credit for purchases	total GST	14 \$	
		Print the difference b Box 14 here	and	15)\$	
	AM Q	201 07 111	If Box 14 is la If Box 10 is la		
	NI Drown	20/ 07 /11 Date	Has payment	been made	electronically
	Inland Revenue Te Tari Taake	e Payme	ent slip		
				Registratio	n number
	A M BROWN AND M	A SMITH PART	INERSHIP	Return for t	he period end
	This return and any payment	are due 28 JULY	2011	Amount of	payment
	Use the envelope provided to slip and any cheque payment		nent		total from B ent penalties

Any questions?





ox 15 and enter it here. Include any

Step 3

GST on sales and income Transfer the GST received total from your cashbook to Box 8 of your GST return. Multiply the amount in Box 8 by 23 and divide by 3. This will give you the total sales and income amount including GST. Write this figure in Box 7.

If you have any zero-rated supplies write the total in Box 6. Add Box 7 and Box 6. This is your total for Box 5.

GST on purchases and expenses

Transfer the total GST paid on purchases and expenses to Box 12 of your return. Multiply the amount in Box 12 by 23 and divide by 3 and put your answer in Box 11. This will give you the total purchases 5 6 0 8 7 divide by 3 and expenses amount including GST.

Step 4

If you have any GST adjustments to make, add them up and show the adjustment totals in Boxes 9 and 13. Remember, the amount to enter is the GST portion only. Keep a record of how you calculated your adjustments for Boxes 9 and 13.

For more information see "Adjustments" on the back of this page or see our website www.ird.govt.nz/qst