

Financial Statements Questionnaire – 31 March 2019

Ensure this questionnaire is completed and included with your records

Name	Client Name	IRD No:	IRD Number
		Phone:	
Balance Date	31 March 2019	Mobile:	
Email:		Fax:	

To: Wallace Diack Chartered Accountants Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2019. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities. Below lists names of individuals/Directors/Shareholders/Family members covered by this and the accompanying individual questionnaires:

Name	IRD Number	Signature	Date
Individual Name 1	IRD Number 1		
Individual Name 2	IRD Number 2		
Individual Name 3	IRD Number 3		
Individual Name 4	IRD Number 4		
Individual Name 5	IRD Number 5		

Convenient time to call you is:	
Alternative phone numbers are:	
Would you like your finalised financial statements and taxation summaries posted or emailed?	Posted <input type="checkbox"/> Emailed <input type="checkbox"/> Pick up <input type="checkbox"/> (Tick One)
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If yes, please advise the name of your bank manager:	
Has the nature of your business changed during the past 12 months? If yes, please provide details: <hr/> <hr/> <hr/>	

Records Required:	✓	Comment:
Bank Statements, Cheque butts, Cash books, etc		
Where no Cashbook is supplied, please provide and include one month past balance date : <ul style="list-style-type: none">▪ Bank statements including any savings account or term deposit▪ Cheque & Deposit butts showing the nature of each payment/deposit▪ Receipt books. Make sure any items not for business sales are clearly marked▪ Suppliers' invoices filed in cheque number order	<input type="checkbox"/>	
Where you supply a written Cashbook , please provide and include one month past balance date : <ul style="list-style-type: none">▪ Cashbook, written up, analysed and reconciled to the bank statements monthly.▪ Bank statements including any savings account or term deposit▪ Cheque & Deposit butts showing the nature of each payment/deposit	<input type="checkbox"/>	
Where you supply a computerised Cashbook , please provide: <ul style="list-style-type: none">▪ Backup disk as at the end of financial year or email files to us▪ Copy of Bank Reconciliation as at balance date for all bank accounts▪ Final Bank Statement for year for all bank accounts▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date	<input type="checkbox"/>	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Please supply your copies of GST returns and workings.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Accounts Payable (Creditors) – see attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date. Holiday pay or bonuses paid within 63 days of your balance date may be included.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none">▪ Hire purchase or loan agreements▪ Lease agreements▪ All legal statements and agreements▪ Trade-in details▪ Lost, stolen or scrapped items▪ Copy of Tax Invoices Please refer to last year's Fixed Asset Schedule within your financial statements. We suggest you review the schedule and indicate any assets that no longer exist.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Residential Land Withholding Tax		
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	
Gifting Programme		
Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.	<input type="checkbox"/>	Date of Gift _____

Records Required:		✓	Comment:
Legal and Loan Documents			
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include statements and agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.		<input type="checkbox"/>	
Major Transactions			
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.		<input type="checkbox"/>	
Business Expenses			
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Motor Vehicles <input type="checkbox"/>		Home Office Expenses <input type="checkbox"/>	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: Vehicle Description: _____ Business _____ km Total _____ km Days available for private use _____ days Vehicle Description: _____ Business _____ km Total _____ km Days available for private use _____ days Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.		If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Area used for Business: _____ m ² Total Area of House & Workshop: _____ m ² Power \$ _____ Insurance (Building & Contents) \$ _____ Interest (House Mortgage) \$ _____ Rates (including regional council rates) \$ _____ Repairs & Maintenance \$ _____ Other \$ _____ Total \$ _____	
Rental or Leased Property			
Please provide us with the addresses of any rental properties you have Address: _____ Address: _____ Address: _____ Address: _____ Address: _____ Address: _____		If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____ Have you purchased or sold any properties? _____ _____	
Rental Income and Expenditure			
Income:		<input type="checkbox"/>	\$ _____
Total Rent Received			
Expenses:			
Rates		<input type="checkbox"/>	\$ _____
Insurance			\$ _____
Repairs and Maintenance (please attach details or invoices)		<input type="checkbox"/>	\$ _____
Mortgage Interest			\$ _____
Details of any other expense relating to rental property: _____			\$ _____
_____			\$ _____
Details of visits to inspect property/conduct property business:			
Date	Details	Kilometres	<input type="checkbox"/>
_____	_____	_____	
_____	_____	_____	

Records Required:

Mixed Use Holiday Home

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

If yes, provide details of property: _____ Yes No

Was the property empty for 62 days in the income year? Yes No

If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year _____

The number of days the asset was used by family or associated persons* during the income year _____

OR where income from any person received was less than 80% of market rate _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____

Relationship to owner (if any): _____

Amount of rent they paid: \$ _____

Dates rented (From: To) _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) : _____

Mixed Use Boat or Plane

Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income?

If Yes, provide details: Yes No

Description: _____

Market value: \$ _____

Was the asset unused for 62 days in the income year? Yes No

If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Boat or Plane – Information Required

The number of days the asset was **unused** during the income year _____

The number of days the asset was used by family or associated persons* during the income year _____

OR where income from any person received was less than 80% of market rate _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: _____

Income received: \$ _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for hireage \$ _____

Cost of repairing damages caused by hireage \$ _____

Operating costs / supplies \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) _____

**Thank you for completing this questionnaire
Don't forget to sign it**

Schedule 1 – Accounts Receivable (Debtors)
 Amounts owing to you at 31 March 2019

Client Name	Client Name
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Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
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Schedule 2 – Accounts Payable (Creditors)
 Amounts owing by you at 31 March 2019

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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