# Financial Statements Questionnaire - 31 March 2019

Ensure this questionnaire is completed and included with your records

Name	Client Name	IRD No:	IRD Number
Name	Olent Name	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 20<sup>th</sup> 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	6:			
Alternative phone numbers a	re:			
Would you like your finalised financial statements and taxation summaries posted or emailed?		Posted Emailed Pick up (Tick One)		
Would you like us to supply a copy to your bank?		Yes 🗌 No 📋 (Tick One)		
If yes, please advise the name of your bank manager:		anager:		
Has the nature of your busing If yes, please provide brief de	9	ny way dur	ing the past 12 months?	

Records Required	✓	Comment
Bank Statements, Cheque butts, Cash books, etc		
<ul> <li>Where no Cashbook is supplied, please provide and include one month past balance date:</li> <li>Bank statements including any savings account or term deposit</li> <li>Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> <li>Receipt books. Make sure any items not for business sales are clearly</li> </ul>		
<ul><li>marked</li><li>Suppliers' invoices filed in cheque number order</li></ul>		
<ul> <li>Where you supply a written Cashbook, please provide and include one month past balance date:</li> <li>Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>Bank statements including any savings account or term deposit</li> <li>Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> </ul>		
<ul> <li>Where you supply a computerised Cashbook, please provide:</li> <li>Backup disk as at the end of financial year or email files to us</li> <li>Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>Final Bank Statement for year for all bank accounts</li> <li>Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Employers – Wages paid to Employees		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. OR		
Send a copy of your Employer Monthly Deduction Schedule (IR 348).		
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
Goods & Services Tax (GST) Returns		
Please supply copies of Goods & Services Tax (GST) returns and work papers.		
Interest and Dividend Certificates	_	
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. <u>Exclude</u> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		Total at Balance Date: \$
		GST Included 🗌 Excluded 🗌
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, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.		Total at Balance Date: \$ GST Included [] Excluded []
Cash on Hand		
*Cash on Hand \$ Date banked//		
Petty Cash \$		
Till Floats/Cash Floats \$		
*(Include cash sales prior to balance date but not banked until after balance date)		

Records Required	✓	Comment
Stock on Hand		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.		Valued at lower of: <ul> <li>cost</li> <li>net realisable value</li> </ul>
Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you		market value     market value     GST Included      Excluded
are not able to use this option). <b>Work in Progress</b> Include material costs, labour costs and overhead costs. Briefly, how was this calculated?		\$ GST Included [] Excluded []
Prepayments received		\$ GST Included
Capital Expenditure		
<ul> <li>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:</li> <li>Hire purchase or loan agreements</li> </ul>		
<ul> <li>Lease agreements</li> </ul>		
<ul> <li>All legal statements and agreements</li> </ul>		
<ul> <li>Trade-in details</li> </ul>		
<ul> <li>Lost, stolen or scrapped items</li> </ul>		
Copy of Tax Invoices		
Please refer to last year's Asset and Depreciation Schedule within your financial statements. We suggest you review the schedule and indicate any assets that no longer exist.		
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes No		
If No, list amounts not banked and when they were lodged:		
		Personal \$
		Business \$
		Other bank accounts \$
Legal and Loan Documents	1	I
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.		
Business Expenses	1	
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:		
<ul> <li>Insurance premiums</li> </ul>		
Legal fees		
ACC payments and arrangements		
Private Use		
Value of goods taken for private use at their <b>cost</b> price.		\$
		GST Included C Excluded
Evenences neid in Cook or from Devenes Evends		
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.		

Records Required			✓	Comment	
Residential Land Withholding Tax					
Have you sold residential property in New Zealand where Re Withholding Tax has been deducted and paid to the IRD? If s e.g. IR1100 Residential land withholding tax return and other purchase documents.	so, pro	ovide details			
Research and Development					
If this entity is a company, have you spent significant amound development during the income year? If so, provide ledger a details of expenditure					
Motor Vehicles		Home Offic	ce Ex	penses	
The proportion of motor vehicle business use as established your vehicle log book(s) is/are: Vehicle Description: Business km	by	office/worksh details: Area used fo	nop/st or Bus	orage area, please iness:	provide the following
Total km Days available for private use days			f Hou	se & Workshop:	m²
Business  km    Total  km    Days available for private use  days		Interest (Hou	ise M	g & Contents) ortgage) egional council rate	\$ \$ \$ s) \$
Please note that a detailed and accurate log book must be completed for a three month period every three years or veh expense claims will be limited to a maximum of 25% of experincurred. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:		Repairs & M Other Total	-	-	\$ \$ \$
Rental Property Details Please provide us with the addresses of any rental properties you have	6			not rented for a full why it was vacant.	
Address:					
Address:					
Address:		Have you pu	rchas	ed or sold any prop	perties?
Address:					
Address:					
Address:					
Participation and Energy difference					
Rental Income and Expenditure Income: Total Rent Received				\$	
Expenses:         Rates         Insurance         Repairs and Maintenance (please attach details or invoices)         Mortgage Interest         Details of any other expense relating to rental property:		ometres		\$\$ \$\$ \$\$ \$\$	

Records Required	
Mixed Use Holiday Home	
Does the 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 \no         Was the property empty for 62 days in the income year?       Yes \no \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), that is used privately and also to derive	
income? Yes No I If Yes, provide details:	
Market value: \$	
Was the asset unused for 62 days in the income year? Yes No Yes No Yes No Yes Yes No Yes	
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 are required):	
Cost of advertising for hireage \$	
Cost of repairing damages caused by hireage \$	
Operating costs / supplies \$	
Insurance \$	
Repairs/maintenance for general wear and tear \$	

## 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** 

Name of Debtor	Description of Sale	Code	Total Incl GST
	-	•	1

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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