

Finalise T.O.E.

Instructions: Accountant to complete the first page details including date of questionnaire, client name, phone, balance date, email & make any required changes to Terms of Engagement then click the orange Finalise T.O.E. button. This will set those fields to read only and will remove these instructions and the button.

Financial Statements Questionnaire – [Redacted]

Ensure this questionnaire is completed and included with your records

Client Name	[Redacted]	Phone:	[Redacted]
Balance Date	[Redacted]	Email:	[Redacted]

To: **[Firm Name]**

Terms of Engagement

I hereby instruct you APEX ACCOUNTANCY LIMITED and staff/contractors as applicable to prepare my Financial Statements and Taxation Returns for the year/period ending **[Balance Date]**. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by me. 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 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 attention.

I understand that the Financial Statements and Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than me, 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 signed when I became a client.

I 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 accept that any collection costs you incur will be fully recoverable from me.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return on behalf of myself or any of my associated entities.

Signature

[Redacted Signature Field]

Date

[Redacted Date Field]

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Bank Statements, Cheque butts, Cash books, etc

Where an **online accounting system** is used (e.g. Banklink / Xero / MYOB), please provide:

- Final bank statement for the year for all bank accounts

Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following:

- General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet, GST Reconciliation.
- Copy of bank reconciliation as at balance date for all bank accounts.
- Final bank statement for the year for all bank accounts

Where a **Cashbook (computerised / manual) or no system** is used, please provide:

- Cashbook (if one is kept, including one-month past balance date)
- Copy of bank reconciliation as at balance date for all bank accounts
- Bank statements for the full year for all bank accounts

Note: If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Loan Statements

Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.

<input type="checkbox"/>	
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Covid-19 Wage Subsidy and other Covid-19 support payments

Have you received the Wage Subsidy or Covid 19 Support payment? (please note all dates and receipts)

Date rec: ___/___/___ \$ _____

Date rec: ___/___/___ \$ _____

Date rec: ___/___/___ \$ _____

Date rec: ___/___/___ \$ _____

Date rec: ___/___/___ \$ _____

Date rec: ___/___/___ \$ _____

Where Wage Subsidy payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please provide details of the following:

- Amounts received for each stakeholder
- Whether amounts received were for full-time or part-times

<input type="checkbox"/>	
<input type="checkbox"/>	

Have you received the Covid-19 Leave Support Payments? (please note all dates and receipts)

Date rec: <input type="text"/> / <input type="text"/> / <input type="text"/> \$ <input type="text"/>	Date rec: <input type="text"/> / <input type="text"/> / <input type="text"/> \$ <input type="text"/>
Date rec: <input type="text"/> / <input type="text"/> / <input type="text"/> \$ <input type="text"/>	Date rec: <input type="text"/> / <input type="text"/> / <input type="text"/> \$ <input type="text"/>
Date rec: <input type="text"/> / <input type="text"/> / <input type="text"/> \$ <input type="text"/>	Date rec: <input type="text"/> / <input type="text"/> / <input type="text"/> \$ <input type="text"/>

Where Covid-19 Leave Support Payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please provide details of the following:

- Amounts received for each stakeholder
- Whether amounts received were for full-time or part-times

Date rec: / / \$

Date rec: / / \$

Date rec: / / \$

Where Covid-19 Short-Term Absence Payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please provide details of the following:

- Amounts received for each stakeholder
- Whether amounts received were for full-time or part-times

Have you received Resurgence Support Payments? (please note all dates and receipts)

Date rec: / / \$

Date rec: / / \$

Date rec: / / \$

Have you received a Covid-19 Cultural Sector Emergency Relief Grant or other Covid-19 support payments?

Please provide details if it is an "other" Covid-19 support payment

Date rec: / / \$

Date rec: / / \$

Have you received the Covid-19 Small Business Loan?

Date rec: / / \$

Have any amounts of Covid-19 support payments been repaid back?

Please provide details of payment and reason for repayment

Date paid back: / / \$

Reason:

Employers – Wages paid to Employees		
Please send a month-by-month summary of gross wages, including termination and incentive payments, and PAYE deductions as returned to the IRD. OR Send a copy of your Employer Monthly Deduction Schedule (IR 348).	<input type="checkbox"/>	
	<input type="checkbox"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Lease details		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).	<input type="checkbox"/>	
Foreign Income		
Details of any foreign income received, and any tax deducted from this.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude any 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: \$ <input type="text"/> 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.	<input type="checkbox"/>	Total at Balance Date: \$ <input type="text"/> GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Cash on Hand		
*Cash on Hand \$ <input type="text"/> Date banked <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	
Petty Cash \$ <input type="text"/>	<input type="checkbox"/>	
Till Floats/Cash Floats \$ <input type="text"/>	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)		

Stock on Hand	
<p>Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>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.</p> <p>Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____ _____</p> <p>Prepayments Made Balance of any payments made before balance date for goods or services not received or used by balance date.</p> <p>Income in Advance Balance of any receipts received before balance date for goods or services not provided by balance date.</p>	<p>Valued at lower of:</p> <p><input type="checkbox"/> cost <input type="checkbox"/></p> <p><input type="checkbox"/> net realisable value <input type="checkbox"/></p> <p><input type="checkbox"/> market value <input type="checkbox"/></p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
Capital Expenditure	
<p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hire purchase or loan agreements <input type="checkbox"/> Lease agreements <input type="checkbox"/> All legal statements and agreements <input type="checkbox"/> Trade-in details <input type="checkbox"/> Lost, stolen or scrapped items <input type="checkbox"/> Insurance pay out <input type="checkbox"/> Copy of Tax Invoices <p>A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<div style="border: 1px solid black; height: 150px; background-color: #e0e0ff;"></div>
Transactions Not Through the Business	
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and when they were lodged:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Personal \$ _____</p> <p>Business \$ _____</p> <p>Other bank accounts \$ _____</p>

Other Non-Taxable Income		
Did you receive non-taxable income from any other sources? If Yes, please provide details.	<input type="checkbox"/>	
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.	<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:		
▪ Insurance premiums	<input type="checkbox"/>	
▪ Legal fees	<input type="checkbox"/>	
Private Use		
Value of goods taken for private use at their cost price.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	<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	<input type="checkbox"/>	
Residential property sales		
Have you sold any residential property during the year (not otherwise detailed on the information provided)?	<input type="checkbox"/>	
If yes, when was the property purchased?		_____
If it was purchased with 10 years of the sale date,		\$ _____
• what was the original purchase price		_____
• and the sale price?		_____
Mortgage Interest Paid on Residential Properties		
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	<input type="checkbox"/>	
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020		

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description:

Business	<input type="text"/>	km
Total	<input type="text"/>	km
Percentage Business	<input type="text"/>	%

Vehicle Description:

Business	<input type="text"/>	km
Total	<input type="text"/>	km
Percentage Business	<input type="text"/>	%

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 you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Address for Home Office

Home Office area: - no change as per previous year

OR

Area used for Business: m²

Total Area of House & Workshop: m²

Actual Cost Method

Power	\$ <input type="text"/>
Insurance (Building & Contents)	\$ <input type="text"/>
Interest (House Mortgage)	\$ <input type="text"/>
Rates (including regional council rates)	\$ <input type="text"/>
Rent	\$ <input type="text"/>
Repairs & Maintenance	\$ <input type="text"/>
Telephone rental	\$ <input type="text"/>
Other	\$ <input type="text"/>
Total	\$ <input type="text"/>

OR IRD Square Metre Rate Method (see below note)*

Interest (House Mortgage)	\$ <input type="text"/>
Rates (including regional council rates)	\$ <input type="text"/>
Rent	\$ <input type="text"/>

*Would you like to use the IRD rate? Currently it is \$47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.

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)

Cryptoassets

Have you received or traded in cryptoassets during the income year? If so, please provide the following information:

- The type of cryptoasset
- For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD
- Total units of each cryptoasset held at the beginning and end of the year
- Exchange records and bank statements
- Wallet addresses

Thank you for completing this questionnaire - don't forget to sign it

