APEX ACCOUNTANCY LTD
TAXATION & ADVISORY

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 –

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:		Email:	

To: **[Firm Name]**

Terms of Engagement

I/We hereby instruct you **APEX ACCOUNTANCY LTD** and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending **[Balance Date]**. 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.

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/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

I/We 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/our 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/our 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/our ACC levy account.

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.

Name	IRD Number	Signature	Date

CHRISTCHURCH OFFICE
Suite 3, Level 2, Bonnington House
225 High Street, Christchurch 8011
PO BOX 22656, CBD, Christchurch 8140

QUEENSTOWN OFFICE
Level 3, Craigs Investment Building
Mountain Club, 36 Grant Road
Five Mile Center, Queenstown 9300

022 076 7577
cristina@apexaccounting.co.nz
www.apexaccounting.co.nz

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:				
Director	**Date of birth**	**City / Town of birth**	**Country of birth**	**Current residential address**

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 ☐ No ☐ (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Records Required:	✓	Comment:
Employer – Wages paid to Employees		
Supply a month-by-month summary of gross wages, termination or incentive payments and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).	☐	

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

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

Date rec: __/__/__ $__________ Date rec: __/__/__ $__________

Date rec: __/__/__ $__________ Date rec: __/__/__ $__________

Date rec: __/__/__ $__________ Date rec: __/__/__ $__________

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

Have you received Covid-19 Short-Term Absence Payments? (please note all dates and receipts) ☐

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: __/__/__ $__________

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Have any amounts of Covid-19 support payments been repaid back? Please provide details of payment and reason for repayment Date paid back: __/__/__ $________ Reason: ________	☐	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	☐	
Interest and Dividend Certificates		
Supply copies of certificates.	☐	
Lease details		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).	☐	
Foreign Income		
Details of any foreign income received, and any tax deducted from this.	☐	
Final Bank Statement		
Supply a copy of your bank statement, including any savings, call or term deposit account, dated [Balance Date] or spanning this date.	☐	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year including up to your balance date.	☐	
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. **Note:** Include any dairy statements, which are receivables in the month following 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 Income Not Banked During Year		
Proceeds received but not paid into your bank account or stock firm.	☐	Details: ________ $ ______ ________ $ ______

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:

- ☐ Hire purchase or loan agreements
- ☐ Lease agreements
- ☐ All legal statements and agreements
- ☐ Trade-in details
- ☐ Lost, stolen or scrapped items
- ☐ Copy of Tax Invoices

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.

Woolsheds

☐ Provide details of woolsheds used in the farming business:

- Are they being currently used as a woolshed?
- If no longer being used for shearing sheep, are they being used as a barn (i.e. for storage or for housing livestock)?

Development Expenditure

☐ Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.

Please provide full details if you have undertaken any work of this type.

Other Non-Taxable Income

☐ Did you receive non-taxable income from any other sources?

If Yes, please provide details.

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.

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
- ☐ Legal fees
- ☐ ACC payments and arrangements

Farm House Expense Apportionment (including any attached garage / storage space)		
Please provide the following details: Area of house (msq / sqft) Area dedicated for business purpose (msq / sqft) Area of house with mixed use – used for both business and private purpose (msq / sqft) Time of mixed use area used for business purpose %	☐	 %
Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet		
A schedule has been enclosed. Please complete and attach. If applicable a copy of last year's Livestock Schedule is enclosed for your information.	☐ ☐	
Consumables on Hand		
If the value of total unused consumables on hand at balance date exceeds $58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.	☐ ☐	
Please estimate the cost (Excluding GST) of consumables on hand:		$
Petrol, Diesel & Oil		
Fencing Materials		
Water Piping & other items held for water system repairs		
Dairy Shed Supplies (Cleaning Products, Teat Spray etc)		
Shearing Shed Supplies		
Animal Health Products (e.g. drench, dip, mastitis treatment products)		
Other farm stores		
Fertiliser		
Purchased Stock Feed (at cost):		
Hay		
Silage		
Maize Silage		
Grain		
Palm Kernel		
Other		
Total Cost		0.00

Unsold Produce

Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.

Category	Quantity		Estimated Value (Excl GST)
Wool		kg	
Timber			
Hay		Tonnes dry matter	
Silage		Tonnes dry matter	
Grain		Tonnes	
Honey		kg	
Firewood			
Other Produce, Harvested Crops & Fruit			
Total Value			0.00

Private Use

Value of goods taken for private use at their cost price (excluding livestock).

$ ________

GST Included ☐ **Excluded** ☐

Goods taken for own use	Quantity
Sheep	
Cattle	
Pigs	
Milk	
Other	

Expenses paid in Cash or from Personal Funds

Please provide a list if applicable

How many meals have you provided to contractors? (morning / afternoon tea = 1/2)

Quantity ________

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.

Residential Property Sales

Have you sold any residential property during the year (not otherwise detailed on the information provided)? ☐

If yes, when was the property purchased? ________

If it was purchased with 5 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. ☐

* 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

Research and Development

Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure ☐

Motor Vehicles

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

Vehicle Description	________	Vehicle Description	________
Business	________ km	Business	________ km
Total	________ km	Total	________ km
Percentage Business	________ %	Percentage Business	________ %

- 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:
  ____
  ____

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? ☐

Yes ☐ No ☐

If yes, provide details of property: ________

____

Was the property empty for 62 days or more in the income year? Yes ☐ No ☐
If yes, please complete the following section so we can determine the amount of allowable deductions.

<u>Mixed Use Holiday Home – Information Required</u>

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? Yes ☐ No ☐

If yes, provide details:

Description:

Market value: $

Was the asset unused for 62 days or more in the income year? Yes ☐ No ☐
If yes, please complete the following section so we can determine the amount of allowable deductions.

<u>Mixed Use Boat or Plane – Information Required</u>

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

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

Client Name	

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	$ 0.00

Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at

Client Name	

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	$ 0.00