

**Financial Statements Questionnaire – 1 April 2021 – 31 March 2022**

Please ensure this questionnaire is completed, signed, and included with your records:

Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Name:

Phone:

Balance Date:

IRD Number:

Mobile:

Email:

Current 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 c (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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Records Required:**

* Company Bank Statements, Cheque butts, Cash books, etc
* Where no Cashbook is supplied, please provide, and include one-month past balance date:

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
* Where you supply a written Cashbook, please provide, and include one-month past balance date:
* 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
* Where you supply a computerised Cashbook, please provide: Backup flash drive (USB) 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 31 March 2022
* 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. Exclude 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 c 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 c 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)
* **Stock on Hand Stock**

Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.

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 are not able to use this option).

Valued at lower of cost net realisable value market value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST

Included / Excluded

* Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Prepayments received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included / Excluded
* $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included / Excluded
* **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 can be sent to you.

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**

* 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 several 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
* Private Use Value of goods taken for private use at their cost price. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GST Included

* Excluded Expenses paid in Cash or from Personal Funds. Please provide a list if applicable
* Motor Vehicles:

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

Vehicle Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business \_\_\_\_\_\_ km Total \_\_\_\_\_\_ km

Percentage Business \_\_\_\_\_\_ % Vehicle Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business \_\_\_\_\_\_ km Total \_\_\_\_\_\_ km Percentage Business \_\_\_\_\_\_ %

Please note that a detailed and accurate logbook 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_ m² Total Area of House & Workshop: \_\_\_\_\_\_\_\_\_ m² Power

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurance (Building & Contents) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interest (House Mortgage)

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rates (including regional council rates) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Repairs & Maintenance

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost of House and Section

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost of Section $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Construction materials: (timber, brick, etc)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mixed Use Holiday Home Do you have a property (such as a holiday home or a bach) that is used privately and to derive income? Details of property

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Was the property empty for 62 days in the income year? If yes, please complete the following section so we can determine the number 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 property was used by family or associated persons\* during the income year \_\_\_\_\_\_\_\_\_

* 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)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Covid -19 Wage Subsidy and Small Business Loan.

Have you received any of the following?

1. Wages Subsidy – Yes/No Total Amount
2. Resurgence Support – Yes/No Total Amount
3. Leave Support Scheme- Yes/No Total Amount
4. Short Term Absence Payment- Yes/No Total Amount
5. Government Small Business Loan- Yes/No Total Amount
6. Covid -19 Support Payment- CSP – Yes/No Total Amount

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

**Schedule 1: Accounts Receivable (Debtors**)

Please list all your Debtors- Amounts owing to you

**Schedule 2- Accounts Payable (Creditors**)

Please list all your Creditors- Amounts owing by you