Financial Statements Questionnaire – Ensure this questionnaire is completed and included with your records

Client Name	Phone:
Balance Date	Email:
•	
Signature	Date
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)
the control of the co	
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

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.			
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.			
Covid-19 Wage Subsidy and other Covid-19 support payments			
Have you received the Wage Subsidy or Covid 19 Support payment? (plea	se no	te all dates and receipts)	
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 pr	ovide	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 a	l date	s 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 pr		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 stakeh (shareholders/partners/trustees/beneficiaries/owners) of the business please pr			
Amounts received for each stakeholder			
Whether amounts received were for full-time or part-times			

Have you received Resurgence Support Payments? (plea	se note all dates a	nd re	eceipts)	
Date rec:// \$				
Date rec:/ \$				
Date rec:/\$				
Have you received a Covid-19 Cultural Sector Emergency	Relief Grant or ot	her C	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 re	epaid 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, inc and incentive payments, and PAYE deductions as returned to 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 p	papers.			
Goods & Services Tax (GST) Returns				
Please supply copies of Goods & Services Tax (GST) returns if not filed via Xero.	and work papers			
Interest and Dividend Certificates				
Supply copies of certificates.				
Lease details		I .		
Supply copies of lease agreements for non-building assets (e vehicles, equipment).	.g. motor			
Foreign Income				
Details of any foreign income received, and any tax deducted	from this.			
Accounts Receivable (Debtors) – see attached Sche	edule 1			
All accounts or amounts owing to you at balance date should Exclude any bad debts. To enable bad debts to be excluded these must be written off prior to balance date.			Total at Balance Date:	
mese must be written on prior to 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.		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)		
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.		Valued at lower of: cost net realisable value market value S GST Included Excluded
Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated?		\$GST Included
Prepayments Made Balance of any payments made before balance date for goods or services not received or used by balance date.		\$GST Included
Income in Advance Balance of any receipts received before balance date for goods or services not provided by balance date.		\$GST Included
Capital Expenditure	1	
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 Insurance pay out 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.		
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 \$

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.		
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		
Private Use	Ш	
Tivate 030		_
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.		
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.		
Posidential property color		
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 10 years of the sale date,		\$
 what was the original purchase price 		
and the sale price?		
Mortgage Interest Paid on Residential Properties		
mongago morocci ala on reocidomia i roportico		
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		

Motor Vehicles		
The proportion of motor veh	icle business use as es	stablished by your vehicle log book(s) is/are:
Vehicle Description:		
Business	km	
Total _	km	
Percentage Business _		
Vehicle Description:		
Business	km	
Total	km	
Percentage Business	%	
	ed to a maximum of 25%	must be completed for a three month period every three years or vehicle % of expenses incurred. If you are operating as a Company, please indicate lefit tax for:
Home Office Expenses		
If part of your home is set as	side principally for use a	as an office/workshop/storage area, please provide the following details:
Address for Home Office		
Hama Office area: no char	ago ao nor provious vos	
Home Office area: - no char	ige as per previous yea	
OR		
Area used for Business:		
Total Area of House & Work	shop:	
Actual Cost Method		OR IRD Square Metre Rate Method (see below note)*
Power	\$	<u> </u>
Insurance (Building & Conte	ents)	
Interest (House Mortgage)	\$	Interest (House Mortgage) \$
Rates (including regional co	uncil rates) \$	Rates (including regional council rates) \$
Rent	\$	Rent \$
Repairs & Maintenance	\$	
Telephone rental	\$	<u> </u>
Other	\$	
Total	\$	<u> </u>
*Would you like to use the li Rates or Rent costs so we w		\$47.85 per square metre. This allowance doesn't cover Mortgage Interest, amounts.

Mixed Use Holiday Home		
Does this entity have a property (such income?	as a holiday home or a bach) that is used privately and also to derive	
If yes, provide details of property:	Yes _ No \	
Was the property empty for 62 days o If yes, please complete the following s	r more in the income year? Yes \[\] No \[\] The ection so we can determine the amount of allowable deductions.	
Mixed Use Holiday Home – Infor	mation Required	
The number of days the property was	empty during the income year	
OR where income from any person re-	ed by family or associated persons* during the income year ceived was less than 80% of market rate s, or if owned by an entity, persons associated with the entity owning the property	
If there is more than one tenant who u	sed 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 pr required):	roperty (the list below is not exhaustive – details of all expenses will be	П
Cost of advertising for tenants	\$	_
Cost of repairing damages caused by	tenants \$	
	while repairing damages caused by tenants	
Mortgage interest	\$	
Rates	\$	
Insurance	\$	
Repairs/maintenance for general wear		
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 If yes, please complete the following s	more in the income year? Yes _ No _ ection so we can determine the amount of allowable deductions.	
Mixed Use Boat or Plane - Infor	mation Required	
The number of days the asset was un	used during the income year	
	ed by family or associated persons* during the income year	
OR where income from any person re- * Associated persons include close relative	ceived was less than 80% of market rate s, or if owned by an entity, persons associated with the entity owning the property	
For non-associated persons where pa	yment 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 – de required):	etails	of all expenses will be		
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			

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

Client Name			
Name of Creditor	Description of Goods	Code	Total Incl GST
Totals			