

## Financial Statements Questionnaire –

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:		Email:	

Name	IRD Number	Signature	Date

**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

\* Please advise if you have concerns on your address being visible on the Companies Register. Under new legislation that is about to become effective, an alternative address may be able to be provided if there is a risk of physical or mental harm if address details are publicly available

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: <hr/> <hr/> <hr/> <hr/> <hr/>	



**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.

**Goods & Services Tax (GST) Returns**

Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.

**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.

**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**  **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

**Capital Expenditure**

Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties (noting the 20% Investment Boost depreciation incentive may also be available for assets purchased on or after 22 May 2025). 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.

**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 Taxable or Non-Taxable Income**

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

If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).

**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
- 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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

<b>Unsold Produce</b>		
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.		<input type="checkbox"/>
<b>Category</b>	<b>Quantity</b>	<b>Estimated Value (Excl GST)</b>
Wool	_____ kg	_____
Timber	_____	_____
Hay	_____ Tonnes dry matter	_____
Silage	_____ Tonnes dry matter	_____
Grain	_____ Tonnes	_____
Honey	_____ kg	_____
Firewood	_____	_____
Other Produce, Harvested Crops & Fruit	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Value</b>		_____
<b>Private Use</b>		
Value of goods taken for private use at their cost price (excluding livestock).		<input type="checkbox"/>
<b>Goods taken for own use</b>	<b>Quantity</b>	<input type="checkbox"/> \$ _____
Sheep	_____	<input type="checkbox"/> GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Cattle	_____	
Pigs	_____	
Milk	_____	
Other _____	_____	
<b>Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable. How many meals have you provided to contractors? (morning / afternoon tea = 1/2)		<input type="checkbox"/> <input type="checkbox"/>
		<b>Quantity</b> _____
<b>Residential Land Withholding Tax</b>		
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.		<input type="checkbox"/>
<b>Residential Property Sales</b>		
Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased?		<input type="checkbox"/>
If it was sold before 1 July 2024, and purchased within 5 years of the sale date OR if it was sold on or after 1 July 2024 and purchased within 2 years of the sale date:		
• what was the original purchase price		\$ _____
• and the sale price?		\$ _____

**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:** \_\_\_\_\_

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

**Vehicle Description:** \_\_\_\_\_

Business            \_\_\_\_\_        km  
Total                \_\_\_\_\_        km  
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:

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**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.

**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 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.

**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**



