

Client Questionnaire

Client name:

Year Ending:

Records Required - Please attach (if required & not already in your accounting system)

	Yes	No	N/A
Have you signed the questionnaire?			
Bank Statements - showing balance as at 31 March			
Bank Files - if not on system with bank feeds - QIF / CSV file			
Copy of all Interest and Dividend Certificates			
Copy of Foreign Investment or Portfolio Investment documents			
Accounts Receivable - money owed to you at balance date			
Accounts Payable - money you owe at balance date			
Cash on Hand			
Stock on Hand			
Borrowing details - loan summary from bank showing interest over period & balance of loan			
Capital Expenditure (assets)			
Details of transactions not made through bank accounts			
Details of any Trust Gifting			
Private use and expenses paid from personal funds			
Changes in Directors, Shareholders, Trustees?			
Property Sale & Purchase Agreements (settlement statements)			
Donations - do you want us to complete your rebate form?			
Overseas Transactions	Yes	No	N/A
Supply details of overseas income			
Details of overseas investments held			
Attach all of your investment advisor reports			
Cryptoassets	Yes	No	N/A
Have you received or traded in Cryptoassets during the income year?			
Type of Cryptoasset			
For each transaction provide date, type of transaction i.e. received, or disposed of, number of units value in NZD			
Exchange records and bank statements attached?			
Wallet addresses attached?			
Home Office Expenses	Yes	No	N/A
Is part of your home set aside principally for use as an office/workshop/storage areas?			
Address of home office			
Home office area - no change from last year			
or			
Area used for business	m2		
Total area of house & workshop	m2		
Rent per week	\$		

Power	\$		
Insurance (Building & Contents)	\$		
Interest (House Mortgage)	\$		
Rates (including Regional Rates)	\$		
Repairs & Maintenance	\$		
Telephone / Internet	\$		
Other	\$		
Capital Expenditure	Yes	No	N/A
Attach details of assets purchased or sold during the year such as motor vehicles, plant & equipment, and properties			
Hire Purchase Agreements			
Lease Agreements			
All Legal Statements & 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			
Has there been - Any significant change to your business during the past year that we are not aware of? Is so, please provide details			
Contingent Liabilities / Commitments	Yes	No	N/A
Are there any contingent liabilities, lawsuits, guarantees?			
Are there any commitments for capital expenditure at or since balance date?			
Are there any commitments under a lease for plant or vehicles?			
If so, please provide details:			
Rental property	Yes	No	N/A
Rental Income for property \$ _____ per week for _____ weeks			
Is your rental property rented to an associated party			
Expenses:			
Collection cost or number of kilometers driven to collect rents and service property			
Interest paid on mortgage/loan over property (please provide loan summary)			
Insurance			
Legal expenses			

Power (if applicable)			
Rates			
Repairs & Maintenance (provide a detailed breakdown)			
Telephone (if applicable)			
Other expenses - please provide details e.g. advertising, agency commissions, cleaning			
If this is the first year you have owned a property please also provide solicitors statement			
If you have sold a property during the year please provide the solictiors statement			
Airbnb	Yes	No	N/A
Excel spreadsheet from Airbnb / booking.com etc			
Is this a mixed use asset i.e. is the Airbnb in your home or rental home			
Number of days rented			
Number of days available for rent			
Expenses associated with renting property i.e. rates, insurance, cleaning			
Final checklist - records required	Attached		
Bank Balance - PDF showing balance at 31st March			
Donations - cannot be claimed unless physical receipts are provided			
Accounts Receivable / Accounts Payable - provide manually			
OR if you are using an accounting system, please make sure you review for any that have been paid or need writing off			
Insurance documents			
Legal Invoices , documents, i.e. Settlement Statements or Legal Invoices			
Home office filled in			
Invoices for assets over \$1000+gst			
Rental information (above)			
Airbnb (above)			
Crypto (above)			
Capital expenditure (above)			

ACCEPTANCE

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I hereby authorize Giles & Associates Chartered Accountants to act as agents for all tax information in relation to myself and or my company and obtain, any information required from my bankers, solicitors, finance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.

NAME OF CLIENT.....

SIGNED..... **DATE**.....