ANNUAL QUESTIONNAIRE
COMMERCIAL 2026

WAIMATE ACCOUNTANTS
• LIMITED •

Client ______________________________

Balance Date ____/____/____

Telephone _______________________________ Mobile _______________________________

Email ____

Physical Address____
(Include RAPID Number and postcode)

____

Engagement of Professional Services

Waimate Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.
- We will report on any matters that come to our attention in the process of undertaking your work.
- We will provide any other services as are agreed upon between us from time to time.

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that effect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Waimate Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as your accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Waimate Accountants Limited to access and change information through MyACC and directly with ACC staff.
- If the company is unable to pay our fees for whatever reason, then the directors/shareholders agree to personally guarantee payment of our fees.
- Full terms and conditions of our engagement are available on our website.

Price and Payment
Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable timeframe.

Our fees are payable by the 20th of the month following the invoice date. In the event that it is necessary to take legal action to recover overdue accounts, all collection costs incurred by us will be incurred by you.

Signature: ____

Full Name: ____

Date Completed: _____/_____/_____

WAIMATE ACCOUNTANTS LIMITED
PHONE: 03 689 8551
WEB: www.waimateaccountants.co.nz
EMAIL: admin@waimateaccountants.co.nz
P O Box 64, Waimate 7960

GENERAL

I wish to discuss my financial accounts, my business affairs and my tax returns before they are finalised:

YES / NO

I Would like hard copies of my financial statements and tax returns**:**

YES / NO

REFUNDS

If my return results in a refund due, I would like the refund (tick one):

- Refunded to me in full to the following bank account: _______

Bank Branch Account Number Suffix

- Used to offset any Provisional Tax Liability _______

ANNUAL FINANCIAL STATEMENTS FOR THE BANK – if you require a copy of your annual accounts sent to your bank, please complete the following:

Bank ____

Name of Bank Manager____

Email Address of Bank Manager ____

ACCOUNTS RECEIVABLE / DEBTORS

Detail of any income earned prior to balance date which was received after balance date.

Name of Debtor	Description of sale	Total Incl GST $
TOTALS		$

ACCOUNTS PAYABLE / CREDITORS

Details of any expenses incurred before balance date which were paid after balance date.
If you use a computerised cashbook, the transactions for the month following balance date will generally give this information. You can identify these by highlighting the relevant transactions on your bank statements or in your cashbook when they are paid.

Name of Creditor	Description of Goods	Total Incl GST $
TOTALS		$

WORK IN PROGRESS/ STOCK ON HAND

Work in Progress at balance date should be valued and a schedule should be prepared as for stock on hand. Work in progress should be valued at cost of materials, direct labour and factory overhead after deducting progress payments. Profit margins should not be included.

GST excluded

Value of work in progress: $_______________

Stock on hand at balance date should be counted and valued, separate stock sheets should be prepared for stock purchased for re-sale, stock used in production and stock manufactured. Include any stock you have on consignment. Stock on hand should be valued using the lower of:

(i) Cost
(ii) Market Selling Price

NB: If your turnover is less than $1,300,000 and you estimate the value of your stock on hand as being less than $10,000 you are permitted to use the value of your opening stock (ie. last years stock on hand) as being the value of your current years stock on hand.
If you need any assistance with stock valuation please contact us.

GST excluded.

Date of Stock take: _____/_____/_____

Value of Stock on Hand: $________________

PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED

Asset Description	Total Paid (GST Incl.)	Date	Details of Any Asset Traded In

(Please supply Hire Purchase Agreements if applicable).

BUSINESS EXPENSES FROM PERSONAL FUNDS

Please list Expenses paid out from personal funds relating to business and/or supply invoices/details.

Paid to: ____ Amount Paid: ________________

Paid to: ____ Amount Paid: ________________

Paid to: ____ Amount Paid: ________________

CASH INCOME NOT BANKED DURING THE YEAR

Please provide details of cash received but not paid into your bank account, if not already advised.

____ $_________________

____ $_________________

____ $________________

USE OF HOME AS AN OFFICE CLAIM

Do you use your own home for business purposes? YES / NO
If Yes, please supply the following:

Total Area of Home: ____________

Total Area of Room used for Business: ____________

GST Included / Excluded

Interest paid on Mortgage	$____________________	Rates	$_____________________
Repairs	$____________________	Power	$_____________________
Any other house expenses	$____________________	Insurance	$_____________________
If house or flat rented – total rents paid			$_____________________

COMPANY ADMINISTRATION (ONLY IF YOU TRADE AS A COMPANY)

If you trade as a company and made a donation to a donee organisation, you may be able to claim a deduction. Please provide the donation receipts for the year.

We appreciate that in most instances we may have attended to necessary administration documentation. However because of the potential income tax implications of not documenting such matters on a timely basis, please answer the following questions (details may be added on a separate sheet in necessary):

Have there been any changes in Directors during the year? YES / NO

Have any share transfers taken place during the year? YES / NO

Are any share transfers likely to take place in the coming year? YES / NO
(This could affect the company's Qualifying Company or Look Through Company status.)

Have there been any related party transactions during the year? YES / NO
(This includes goods purchased from/sold to directors or shareholders, salaries paid to directors or shareholders and trading between associated companies)

Have related party transactions been entered in the Interests Register? YES / NO
(Please provide a copy of the Interests Register if Waimate Accountants is not the registered office.)

Have there been any distributions to shareholders during the year? YES / NO
(At the time of distribution the Directors must sign a certificate that the company is solvent.)

Please provide details of company vehicles available for private use and other benefits provided to Directors, Shareholders and Employees.

ADDITIONAL INFORMATION

Thank you for completing this questionnaire.