

ANNUAL QUESTIONNAIRE 2026

Required Fields

NAME OF ENTITY

BALANCE DATE

CONTACT PERSON

EMAIL

PHONE NUMBER

TERMS OF ENGAGEMENT

By completing this questionnaire, you agree that:

- The Client accepts full responsibility for the accuracy and completeness of all information supplied.
- DGS Accounting Limited will not audit or review the Client's affairs in order to substantiate the accuracy of the information, so are unable to provide assurance on Financial Statements and Income Tax Returns created.
- DGS Accounting Limited cannot be relied on to detect errors and fraud.
- Financial Statements and Income Tax Returns are created for the Client's purposes only.
- DGS Accounting Limited is not liable for losses, claims or demands from a third party.
- The Client authorises DGS Accounting Limited to approach third parties and the Inland Revenue Department, to obtain restricted information to be able to prepared Financial Statements and Income Tax Returns.

COPIES OF FINANCIAL STATEMENTS

You will receive a copy of your Financial Statements, by email, once finalised.

BANK ACCOUNT

If you end up in a refund situation, which Bank Account would you like it loaded into?

Bank

Account Name

Number of Account

- Please **save and complete a copy of this form** for each of your business entities.
- You can either print the completed form(s) and return with your supporting documentation to DGS Accounting at 4 Tavern Drive, Greta Valley, 7387.
- Or return the completed form(s) by email to office@dgsaccounting.co.nz along with electronic documentation.
- Please provide documentation for any question you have answered with YES

Thank you. Your time and effort in completing this questionnaire is much appreciated.

A well-ordered submission of all information will enable us to complete your financial statements and tax returns in the most efficient and cost effective manner.

1: ITEMS FOR DISCUSSION AT YOUR INTERVIEW:

E.g. Succession Plan; Current Ownership; Your Wills (up to date & relevant); Insurance Cover adequacy

2: HAVE THERE BEEN ANY OF THE FOLLOWING CHANGES TO YOUR BUSINESS DURING THE YEAR? If YES to any of these points, please provide documentation or discuss with us.

Yes No/NA

- Structural Changes *i.e. Shareholding, Directorship, Trustees and Partners*
- Has the nature of your business changed in any way during the past 12 months?
- Was there any gifting made during the last 12 months of either cash or debt?
- Have there been any significant events since balance date which will affect next year's Accounts?
- If a company, are there any contingent liabilities *e.g. guarantees* – these have to be recorded in the 'Notes to the Accounts'.

3: RECEIVING YOUR DOCUMENTATION

For Annual Report preparation, please provide copies of the following:

GST Returns and Workings	Deposit books
Bank Statements for all accounts	Paid Accounts
Loan Statements	Sales Invoice Book
Hire Purchase Agreements	Sales advices/Credit notes
Statements from Dairy Company, Farmlands, Horticulture and Stock & Station Agents	

- Please check these records are for the full year **plus one month past balance date**

4: ACCOUNTING SOFTWARE

Yes No/NA

Do you prepare your own cash book using accounting software?

If **YES**, please print and send the following reports:

- Analysis by Code/Ledger Printout/Accountants Report/Trial Balance with extended codes

If **N/A** or we input your data throughout the year, please go straight to **Question 5**

- ****Note for Farm Focus users** – please ensure **office@dgsaccounting.co.nz** is an "Organisation Admin" User, to allow us easier access to your information.
- ****Note for Xero users** – please ensure **james@dgsaccounting.co.nz** has "Advisor" and "Manage Users" access, to allow us easier access to your information.

5: ACCOUNTS PAYABLE (CREDITORS) / ACCOUNTS RECEIVABLE (DEBTORS)

Did you have any expenses incurred before balance date but paid after balance date and/ or any work completed and invoiced before balance date but proceeds not received until after balance date?

- If **YES**, please provide a copy of bank statements for the following month after balance date with accounts payable / accounts receivable highlighted, or
- Print out a list from the Accounting Software you are using.