

Rural Business Accountants Limited

Client Information Questionnaire 2026 - Business

Please ensure this questionnaire is completed and included with your records

Client Name: _____ Balance Date: _____

Email: _____ Phone: _____

Bank Account for Tax Refunds

Account Name: _____ Account Number: _____

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that I am/we are responsible for the payment of all taxes. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department, and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

I/We also accept that Rural Business Accountants Ltd has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the first 20th of the month following invoice date. The charging of such interest will be at the discretion of Rural Business Accountants Ltd. I/We accept that any collection costs incurred by Rural Business Accountants Ltd will be fully recoverable from me/us.

Signature: _____ Date: _____

Would you like us to supply a copy of your Financial Statements to your bank? Yes ☐ No ☐

Contact Person at Bank _____

Email: _____

How do you wish to receive your end of year financial statements?

Paper/Post ☐ Electronic ☐ Both ☐

Are there other Support services you would like to discuss more?

To make our time together as meaningful and as valuable as possible for you, let us know if you would like to discuss any of the following services available:

☐	Goal Progression Support	☐	Business or Personal Finance Health Check
☐	Business Planning	☐	Changing Accounting Systems
☐	Cashflow & Profitability Improvement	☐	Payroll Processing
☐	Quarterly Management Reporting	☐	GST Processing
☐	Succession Planning	☐	Personal Finances
☐	Governance Support	☐	_____

Alternatively, what's keeping you awake at night that you would like to chat about:

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The below checklist is a summary of the key information we require.

Providing this information will reduce the number of queries and turnaround time for finalisation:

- ☐ Bank Statements and Loan Statements *(even if you use Xero or Farm Focus we require a verification of the year end account balance)*
- ☐ List of Accounts Receivable & Accounts Payable invoices owing at Balance Date
- ☐ Stock on Hand
- ☐ Copy of GST returns & workings (if not completed by our office or inside Farm Focus or Xero)
- ☐ Hire Purchase Agreements including annual statements confirming the balance owing at Balance Date
- ☐ Lease Agreement Documents/Details
- ☐ Invoices for all Fixed Assets/Capital Purchases *(if you have purchased assets off FB or Trademe, please include screenshot evidence of the trade)*
- ☐ Wage reports – a month by month summary of Gross Wages and PAYE deductions, as returned to the IRD (NA if we do your wage filing)
- ☐ Interest and Dividend Certificates
- ☐ Legal Fees Invoices
- ☐ Insurance Invoices and Premium Breakdowns
- ☐ Work in Progress
- ☐ Fringe benefit tax returns and workings (if not completed by us)
- ☐ Overseas income received or overseas rental properties owned

If you prepare your own computer based cashbook, please provide the following:

- ☐ Analysis by code/Ledger Printout/Accountants Report
- ☐ Trial Balance Printout

Please ensure these records are for the full financial year plus one month past Balance Date

Additional Details:

1. Stock on Hand as at Balance Date

Stock was physically counted, and adequate records retained to substantiate the physical count and adjustments to arrive at the dollar value at balance date. Special rules apply where your stock is less than \$10,000 at the end of your income year. You may not need to include this in your Financial Statements.

Valued at lower of:

☐ Cost ☐ Market Selling Value

\$ _____ GST Included ☐ GST Excluded ☐

Work in Progress (include material costs, labour costs and overhead costs).

\$ _____ GST Included ☐ GST Excluded ☐

2. Private Use

Value of:

Goods taken for private use at market value \$ _____ or % _____
GST Included ☐ GST Excluded ☐

3. Mortgages/Loans at Balance Date

Supply a copy of any loan transaction statements for the financial year, including up to the end of the year. Please supply loan agreements for any new loans.

Borrower	Lender	Start Date	Details of Security	Interest Rate	Year End Balance
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please list all guarantors of these mortgages/loans:

4. Interest and Dividend Certificates

Supply copies of all certificates, including Portfolio Investment Entities (PIE).

5. Capital Expenditure

Have you committed to any capital expenditure as at balance date? Please provide details of this, including copies of quotes or any other documentation that may assist. Yes ☐ No ☐

Attach details of assets purchased, sold, scrapped or destroyed during the year, such as motor vehicles, plant & equipment and properties. Where applicable please provide the following details:

- ☐ Sale & Purchase agreements and solicitors statements for all property purchased or sold
- ☐ Hire Purchase or Loan Agreements
- ☐ Trade-in details
- ☐ Lease Agreements
- ☐ Lost, stolen or scrapped items
- ☐ Copy of Tax Invoice

Date	Purchased/Sold Scrapped/Destroyed	Asset	Amount (GST Excl)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

6. Motor Vehicles

The proportion of motor vehicle business use as established in your vehicle log book(s) is/are:

Vehicle Description _____

Business: _____ km Total: _____ km

Vehicle Description _____

Business: _____ km Total: _____ km

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.

Log book – Current three month period was to _____ (date).

7. Overseas income received or Overseas rental property

Please provide details of any of the following:

- Interest in foreign investment that has been acquired or disposed of (i.e. company shares, unit trust, or insurance policy).
- Any UK Pension Schemes you have transferred to New Zealand or derived benefits from.
- Overseas monies received greater than \$1000NZD
- Overseas rental property owned

8. Fringe Benefit Calculations (if not completed in our office)

Supply copies of Fringe Benefit Tax (FBT) returns and work papers.

9. Trade Reward Schemes, Loyalty Points & Supplier Benefits

Please record details of where you have received any of the following from suppliers, industry groups, or trade organisations during the financial year: Loyalty or reward points redeemed in goods or services (e.g. Farm Source Rewards, trade supplier rewards programmes); Gift cards or gift vouchers; Promotional merchandise or free goods with service or other incentives provided alongside trade.

Supplier/Org:	'Gift' Received	\$ value equivalent	Was this 'gift' on-gifted to staff or a shareholder employee?

10. Interest and Dividend Certificates

Supply copies of all certificates, including Portfolio Investment Entities (PIE).

11. Cash on Hand

* Cash on Hand \$ Date Banked / /

Petty Cash	\$	
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Till Floats/Cash Floats \$

(* Include cash sales prior to balance date, but not banked until after balance date.)

12. Contingent Liabilities

Have you given a personal guarantee for any debt? (This would include the discounting of Hire Purchase Agreements to a finance company). If Yes, please provide details.

Date	Details	Amount
		\$

13. Cash Income and Cash Expenses

Please provide a list, if applicable.

Proceeds received but not paid into your bank account.

Expenses paid in cash or from personal funds

Please supply details (date, amount, GST excl, GST incl):

14. Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Power	\$ _____	Rates	\$ _____
Insurance (Building only)	\$ _____	Repairs & Maintenance	\$ _____
Other	\$ _____		

Business _____ m2 Total _____ m2

Schedule 1 – Accounts Receivable (Debtors)

Work completed and invoiced before balance date but proceeds not received until after balance date.

Client Name _____

Detail	Code	Total Incl. GST	GST	Net Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Insurance for loss of profits	_____	_____	_____	_____
Totals		_____	_____	_____

Schedule 2 – Accounts Payable (Creditors)

Expenses incurred before balance date but paid after balance date.

Provide copy of bank statement for following month after balance date with accounts payable highlighted or; · Print off list from Accounting Software or;

Detail in schedule below

Owing for Stock

Date	Ref	Details	Code	Total Incl GST	GST	Net Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Owing for Other Services

Date	Ref	Details	Code	Total Incl GST	GST	Net Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Schedule 3 – Rental Properties

Rental Property

Please provide us with your Rental Property bank statements, showing full details of all transactions relating to the property.

Income

- ☐ Copy of Annual/Monthly statements from your Real Estate Renting Agency; OR
- ☐ Schedule of rents received – showing details of each property separately
- ☐ Detail of any bond monies received (name of tenant), and signify as to whether you retained the bond or passed it to Tenancy Services (and date).
- ☐ Compensation for loss of rents. Provide details of any insurance receipts and expected payments and the period to which they related.
- ☐ A note of the number of days your properties were let during the year.

Repairs & Maintenance

Please provide invoices for any costs greater than \$1,000.

Supplier	Details of what work was carried out	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Other Expenditure

Please advise costs for the following expenses paid.

Rates	Total \$ _____	Date Paid _____
Insurance - House	Total \$ _____	Date Paid _____
- Contents	Total \$ _____	Date Paid _____
Bonds Repaid (Tenant Name)	Total \$ _____	Date Paid _____

Travel Costs

Details of actual travel costs/mileage (if applicable) for inspections, etc.

_____ Kms \$ _____ Actual costs (receipts required)

Rating Valuation

Please provide a copy of your latest Rating Valuation(s).

Mixed Use Assets

- ☐ Do you have any mixed use assets - used for both business and privately. (e.g. Bach, Boat, Helicopter)

Number of days rented to third parties at full market rental _____

Number of days used privately or rented to associates _____