

# Company/Trust/Partnership/ Sole Trader



PO Box 31508 Milford, Auckland, New Zealand

## Financial Statements Questionnaire

**Ensure this questionnaire is completed and included with your records. Please copy this questionnaire for each entity and phone us on (09) 489-5041 if you need any assistance.**

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Balance Date: \_\_\_\_\_ Email: \_\_\_\_\_

### **Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending as stated above.

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 you will rely upon the information provided by me/us. 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 in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are hereby authorised to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC Levy account(s) through ACC staff, and through ACC Online Services.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Please refer to relevant sections applicable to you:**

1. Accounting Information	Page 2
2. Employer – Wages & FBT	Page 2
3. Loan Statements	Page 2
4. Investments	Page 2,3
5. Accounts Receivable (Debtors) - Complete schedule if required	Page 3
6. Accounts Payable (Creditors) - Complete schedule if required	Page 3
7. Rental Properties	Page 3
8. Stock on Hand / Work in Progress / Livestock	Page 3
9. Prepayments or deposits received/paid	Page 3
10. Transactions not through the business bank account	Page 4
11. GST Returns	Page 4
12. Capital Expenditure	Page 4
13. Financial Disclosures	Page 4
14. Legal and Loan Documents	Page 4
15. Business Analysis	Page 4
16. Home Office & Motor Vehicle expense claim	Schedule 1 & 2

Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:

--

This questionnaire tries to cover all possible requirements to complete your accounting requirements so please only complete those that you feel relate to you.

Records Required:		Comment:
<b>1. Accounting Information</b>		
If you use an accounting package or cashbook either * If we have access, confirm that the file is up to date and ready to be reviewed by us; or * Send us the file or link by email.		
<b>1.1 Source Information</b>		
If HPCA are required to process your transactions for the year we require: * Bank statements for all accounts (incl. savings, loans, credit cards). * Make sure any items that are personal are clearly marked		
<b>1.2 Update/Changing system</b>		
While we continue to support a variety of accounting products and systems, there are potential savings of time and cost by using Xero. If you would like to learn more then please contact your HPCA advisor.		
<b>1.3 Final Bank Statement</b>		
Supply copies of your bank statements including any savings accounts, credit cards, call or term deposit dated 31 <sup>st</sup> March XXXX or a bank statement that includes this date.		
<b>2. Employer – Wages paid to Employees</b>		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD from your software		
<b>2.1 Employer - Fringe Benefit Tax Returns (FBT)</b>		
Supply copies of FBT work papers.		
<b>3. Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year including the loan balance as at yearend. Please also provide details of any loans repaid or refinanced during the year.		
<b>4. Investments: Interest and Dividend Certificates</b>		
Supply copies of certificates.		
<b>4.1 Investments: Managed Portfolio and Overseas Income including Foreign Superannuation</b>		
Did you buy or sell investments (e.g. shares, bonds)? Did you buy or sell any overseas investments (e.g. shares, bonds, debentures)? If you have a managed portfolio of investments, or manage your investments through an online service, please provide their end of year reports. If you have foreign superannuation please call us to discuss		

<b>4.2 Investments: Crypto</b>		
<p>Have you purchased, sold or traded in Cryptoassets during the income year?</p> <ul style="list-style-type: none"> <li>* The type of Cryptoassets</li> <li>* For each transaction provide the date, type of transaction - bought or sold, number of units, value in NZD</li> <li>* Trade reports</li> <li>* Bank statements showing transactions</li> </ul> <p>There has been a significant increase in IRD audits of Cryptoassets. Please ensure you keep all records of trades and balances.</p>		
<b>5. Accounts Receivable (Debtors) - Complete schedule if required</b>		
<p>All accounts or amounts owing to you at balance date should be scheduled but <b>exclude</b> any, which you are reasonably sure, won't be paid. Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note.</p> <p><i>NB: There's no need to schedule your debtors if you provide computerised ledgers, i.e. Xero. Please review the schedule for any balances likely to be uncollectable.</i></p>		
<b>6. Accounts Payable (Creditors) - Complete schedule if required</b>		
<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, highlight in bank statements those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p> <p><i>NB: There's no need to schedule your debtors if you provide computerised ledgers.</i></p>		
<b>7. Rental Properties</b>		
<p>For any commercial or residential rental properties we require:</p> <ul style="list-style-type: none"> <li>* Rental agency summaries or,</li> <li>* Schedule of income and explanations for any significant difference from the prior year.</li> <li>* Schedule of expenses: including Rates &amp; water rates paid, insurance, repairs &amp; maintenance, interest paid</li> </ul> <p><i>For Repairs and Maintenance please include invoices or explanations to support amounts over \$1,000</i></p> <p>If you own multiple properties that are not managed by an agent you may be able to claim Home Office expenses. Please complete the Home Office worksheet if this applies.</p> <p>If you have travelled to inspect your rental properties please advise the dates and distance travelled.</p>		
<b>8. Stock on Hand / Work in Progress / Livestock</b>		
<p><b>Stock</b></p> <p>Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. If your annual turnover is below \$1.3m and you estimate that your stock is below \$10,000 then you have the option to not do a stock count.</p> <p>Value of goods taken for private use at their cost price.</p> <p><b>Work in Progress</b></p> <p>Include material costs, labour costs and overhead costs.</p> <p><b>Livestock</b></p> <p>Include a tally of livestock on hand at balance date as well as a detailed summary of purchases, sales, births and deaths. The movement for the year when added to the closing tally last year should agree to your closing tally this year.</p>		

<b>9. Prepayments or deposits received/paid</b>		
Include details of any amounts received or paid relating to transactions in the next financial year.		
<b>10. Transactions not through the business bank account</b>		
Provide details of any expenses paid personally, or sales banked into a private account.		
<b>11. GST Returns</b>		
If you complete your own GST returns, please include the working papers, showing how the income and expense totals were calculated. (if not using Xero)		
<b>GST - Extra Information</b>		
<ul style="list-style-type: none"> <li>* If you have purchased an asset during the year and have claimed GST on that asset, please advise the GST inclusive cost and the business use percentage.</li> <li>* If the business use percentage changed during the year, please advise what the new percentage was at year end.</li> <li>* Did you keep a log book during the period to record the business use for this asset?</li> <li>* Have you made any adjustment in your GST return for this asset?</li> <li>* If you traded in an asset during the year was GST returned on the disposal?</li> </ul>		
<b>12. Capital Expenditure</b>		
<p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> <li>* Hire Purchase, loan and lease agreements</li> <li>* All legal statements and agreements</li> <li>* Trade-in details</li> <li>* Lost, stolen or scrapped items (Please detail assets written off)</li> <li>* Copy of Tax Invoice</li> <li>* If sold/purchased to/from a related party please provide details of how the purchase price was determined.</li> </ul> <p>We recommend that you review last year's depreciation schedule &amp; advise us of any assets that no longer exist.</p>		
<b>13. Financial Disclosures</b>		
<p>Please provide details of any:</p> <ul style="list-style-type: none"> <li>* Share transfers</li> <li>* Director/Trustee changes</li> <li>* Contingent liabilities</li> <li>* Significant Events occurring after balance date</li> <li>* Guarantees given</li> </ul>		
<b>14. Legal Fees</b>		
<p>Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please include copies of all legal invoices</p>		
<b>15. Business Analysis</b>		
<p>Please provided details for any expense or revenue line items that have increased, or decreased, significantly since last year.</p> <p>If the business paid for an overseas trip during the year, please advise the nature of the trip and if there was a personal component to the travel that was more than incidental. Please be aware that the IRD can request a detailed itinerary to support any overseas travel claimed by the business</p>		

## Motor Vehicle Expense Claim

Vehicle		Private use %	
---------	--	---------------	--

Code	Expense	Total Expense	Pvt Adjustment
	Repairs & running costs		
	Fuel & oil		
	Insurance		
	HP interest		
	Depreciation		
	Loss on sale		
	Depreciation recovered		

Sub - total

GST adj required?

GST

Total private use adjustment

Vehicle		Private use %	
---------	--	---------------	--

Code	Expense	Total Expense	Pvt Adjustment
	Repairs & running costs		
	Fuel & oil		
	Insurance		
	HP interest		
	Depreciation		
	Loss on sale		
	Depreciation recovered		

Sub - total

GST adj required?

GST

Total private use adjustment

## Home Office Expense Claim

### Property information

Address of property		
Area of house (m2)		
Area used as dedicated home office (m2)		
Percentage to claim		

Expenses with GST	Ref	Gross amount	Amount to claim
Power & gas			
Insurance - building			
Insurance - contents			
Repairs & maintenance			
Rates			
Water rates			
Internet & Cellphone			

=====

Expenses without GST	Ref	Gross amount	Amount to claim
Mortgage interest			
Rent			

=====