

# Financial Statements Questionnaire –

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Email:	

To: Business Plus One Ltd

## Terms of Engagement

I/We hereby instruct you Business Plus One Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending . 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 you have 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 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

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 \_\_\_\_\_

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Records Required	?	Comment
<b>Bank Statements, Cash books, etc</b>		
<p>Where an <b>online accounting system</b> is used (e.g. Banklink / Xero / MYOB), please provide:</p> <ul style="list-style-type: none"> <li>Final bank statement for the year for all bank accounts</li> </ul> <p>Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following:</p> <ul style="list-style-type: none"> <li>General Ledger Detailed, General Ledger Summary, Trial Balance, Profit &amp; Loss, Balance Sheet, GST Reconciliation.</li> <li>Copy of bank reconciliation as at balance date for all bank accounts.</li> <li>Final bank statement for the year for all bank accounts</li> </ul> <p>Where a <b>Cashbook (computerised / manual)</b> or <b>no system</b> is used, please provide:</p> <ul style="list-style-type: none"> <li>Cashbook (if one is kept, including one-month past balance date)</li> <li>Copy of bank reconciliation as at balance date for all bank accounts</li> <li>Bank statements for the full year for all bank accounts</li> </ul> <p><b>Note:</b> If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.</p>	<p>?</p> <p>?</p> <p>?</p>	
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.	?	
<b>Employers – Wages paid to Employees</b>		
Supply a month-by-month summary of gross wages, termination or incentive payments and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).	?	
<b>Covid-19 Wage Subsidy and other Covid-19 support payments</b>		
<p><b>Have you received the Covid-19 Leave Support Payments? (please note all dates and receipts)</b></p> <p>Date rec: __/__/__ \$_____ Date rec: __/__/__ \$_____</p> <p>Date rec: __/__/__ \$_____ Date rec: __/__/__ \$_____</p> <p>Date rec: __/__/__ \$_____ Date rec: __/__/__ \$_____</p> <p>Where Covid-19 Leave Support Payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please provide details of the following:</p> <ul style="list-style-type: none"> <li>Amounts received for each stakeholder</li> <li>Whether amounts received were for full-time or part-times</li> </ul> <p><b>Have you received a Covid-19 Cultural Sector Emergency Relief Grant or other Covid-19 support payments?</b></p> <p>Please provide details if it is an “other” Covid-19 support payment</p> <p>Date rec: __/__/__ \$_____</p> <p>Date rec: __/__/__ \$_____</p> <p><b>Have you received the Covid-19 Small Business Loan?</b></p> <p>Date rec: __/__/__ \$_____</p>		<p>?</p> <p>?</p> <p>?</p> <p>?</p>



<b>Woolsheds</b>		
Provide details of woolsheds used in the farming business: <ul style="list-style-type: none"> <li>Are they being currently used as a woolshed?</li> <li>If no longer being used for shearing sheep, are they being used as a barn (i.e. for storage or for housing livestock)?</li> </ul>	?	
<b>Development Expenditure</b>		
Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.  Please provide full details if you have undertaken any work of this type.	?	
<b>Other Taxable or Non-Taxable Income</b>		
Did you receive income from any other sources either taxable or non-taxable?  If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).	?	
<b>Legal and Loan Documents</b>		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans.	?	
<b>Business Expenses</b>		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> <li>Insurance premiums</li> <li>Legal fees</li> <li>ACC payments and arrangements</li> </ul>	?  ?	
<b>Farm House Expense Apportionment (including any attached garage / storage space)</b>		
Please provide the following details:  Area of house (msq / sqft)  Area dedicated for business purpose (msq / sqft)  Area of house with mixed use – used for both business and private purpose (msq / sqft)  Time of mixed use area used for business purpose %	?	_____ _____ _____ _____ %
<b>Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet</b>		
A schedule has been enclosed. Please complete and attach.  If applicable a copy of last year's Livestock Schedule is enclosed for your information.	?	

Consumables on Hand																																																						
<p>If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.</p> <p>Please estimate the cost (Excluding GST) of consumables on hand</p> <p>Petrol, Diesel &amp; Oil</p> <p>Fencing Materials</p> <p>Water Piping &amp; other items held for water system repairs</p> <p>Dairy Shed Supplies (Cleaning Products, Teat Spray etc)</p> <p>Shearing Shed Supplies</p> <p>Animal Health Products (e.g. drench, dip, mastitis treatment products)</p> <p>Other farm stores</p> <p>Fertiliser</p> <p>Purchased Stock Feed (at cost):</p> <p style="padding-left: 40px;">Hay</p> <p style="padding-left: 40px;">Silage</p> <p style="padding-left: 40px;">Maize Silage</p> <p style="padding-left: 40px;">Grain</p> <p style="padding-left: 40px;">Palm Kernel</p> <p style="padding-left: 40px;">Other</p> <p><b>Total Cost</b></p>		<p>?</p> <p>\$</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																																																				
Unsold Produce																																																						
<p>Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.</p> <table border="0"> <thead> <tr> <th>Category</th> <th>Quantity</th> <th></th> <th>Estimated Value (Excl GST)</th> </tr> </thead> <tbody> <tr> <td>Wool</td> <td>_____ kg</td> <td></td> <td>_____</td> </tr> <tr> <td>Timber</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td>Hay</td> <td>_____ Tonnes dry matter</td> <td></td> <td>_____</td> </tr> <tr> <td>Silage</td> <td>_____ Tonnes dry matter</td> <td></td> <td>_____</td> </tr> <tr> <td>Grain</td> <td>_____ Tonnes</td> <td></td> <td>_____</td> </tr> <tr> <td>Honey</td> <td>_____ kg</td> <td></td> <td>_____</td> </tr> <tr> <td>Firewood</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td>Other Produce, Harvested Crops &amp; Fruit</td> <td></td> <td></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td><b>Total Value</b></td> <td></td> <td></td> <td>_____</td> </tr> </tbody> </table>		Category	Quantity		Estimated Value (Excl GST)	Wool	_____ kg		_____	Timber	_____		_____	Hay	_____ Tonnes dry matter		_____	Silage	_____ Tonnes dry matter		_____	Grain	_____ Tonnes		_____	Honey	_____ kg		_____	Firewood	_____		_____	Other Produce, Harvested Crops & Fruit			_____	_____	_____		_____	_____	_____		_____	_____	_____		_____	<b>Total Value</b>			_____	<p>?</p>
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<b>Total Value</b>			_____																																																			

<b>Private Use</b>														
Value of goods taken for private use at their cost price (excluding livestock).	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>												
<table border="0"> <tr> <td><b>Goods taken for own use</b></td> <td><b>Quantity</b></td> </tr> <tr> <td>Sheep</td> <td>_____</td> </tr> <tr> <td>Cattle</td> <td>_____</td> </tr> <tr> <td>Pigs</td> <td>_____</td> </tr> <tr> <td>Milk</td> <td>_____</td> </tr> <tr> <td>Other _____</td> <td></td> </tr> </table>	<b>Goods taken for own use</b>		<b>Quantity</b>	Sheep	_____	Cattle	_____	Pigs	_____	Milk	_____	Other _____		<input type="checkbox"/>
<b>Goods taken for own use</b>	<b>Quantity</b>													
Sheep	_____													
Cattle	_____													
Pigs	_____													
Milk	_____													
Other _____														
		<input type="checkbox"/>												
		<input type="checkbox"/>												
<b>Expenses paid in Cash or from Personal Funds</b>														
Please provide a list if applicable.	<input type="checkbox"/>	Quantity _____												
How many meals have you provided to contractors? (morning / afternoon tea = 1/2)	<input type="checkbox"/>													
<b>Residential Land Withholding Tax</b>														
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>													
<b>Residential Property Sales</b>														
Have you sold any residential property during the year (not otherwise detailed on the information provided)?	<input type="checkbox"/>	_____  \$ _____ \$ _____												
If yes, when was the property purchased?														
If it was purchased with 10 years of the sale date,														
<ul style="list-style-type: none"> <li>what was the original purchase price</li> <li>and the sale price?</li> </ul>														
<b>Mortgage Interest Paid on Residential Properties</b>														
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	<input type="checkbox"/>													
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020														
<b>Research and Development</b>														
Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure	<input type="checkbox"/>													

## Motor Vehicles

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

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km

Total \_\_\_\_\_ km

Percentage Business \_\_\_\_\_ %

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km

Total \_\_\_\_\_ km

Percentage Business \_\_\_\_\_ %

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. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

## Mixed Use Holiday Home

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes ☐ No ☐

If yes, provide details of property: \_\_\_\_\_

Was the property empty for 62 days or more in the income year?

Yes ☐ No ☐

If yes, please complete the following section so we can determine the amount of allowable deductions.

### Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year \_\_\_\_\_

OR where income from any person received was less than 80% of market rate \_\_\_\_\_

\* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: \_\_\_\_\_

Relationship to owner (if any): \_\_\_\_\_

Amount of rent they paid: \$ \_\_\_\_\_

Dates rented (From: To) \_\_\_\_\_

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ \_\_\_\_\_

Cost of repairing damages caused by tenants \$ \_\_\_\_\_

Number of days spent in the property while repairing damages caused by tenants \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details) : \_\_\_\_\_

?

?

?

<b>Mixed Use Boat or Plane</b>		
<p>Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If Yes, provide details:</p> <p>Description: _____</p> <p>Market value: \$ _____</p> <p>Was the asset unused for 62 days or more in the income year? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p> <p><b><u>Mixed Use Boat or Plane – Information Required</u></b></p> <p>The number of days the asset was <b>unused</b> during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year _____</p> <p>OR where income from any person received was less than 80% of market rate _____</p> <p><small>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</small></p> <p>For non-associated persons where payment received is at least 80% of market value:</p> <p>Number of days the asset was used: _____</p> <p>Income received: \$ _____</p> <p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <p>Cost of advertising for hireage <span style="float: right;">\$ _____</span></p> <p>Cost of repairing damages caused by hireage <span style="float: right;">\$ _____</span></p> <p>Operating costs / supplies <span style="float: right;">\$ _____</span></p> <p>Insurance <span style="float: right;">\$ _____</span></p> <p>Repairs/maintenance for general wear and tear <span style="float: right;">\$ _____</span></p> <p>Other (please give details) _____</p>	?	?
<b>Cryptoassets</b>		
<p>Have you received or traded in cryptoassets during the income year? If so, please provide the following information:</p> <ul style="list-style-type: none"> <li>The type of cryptoasset</li> <li>For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD</li> <li>Total units of each cryptoasset held at the beginning and end of the year</li> <li>Exchange records and bank statements</li> <li>Wallet addresses</li> </ul>	?	

**Thank you for completing this questionnaire - don't forget to sign it**



Schedule 1 – Accounts Receivable (Debtors)  
Amounts owing to you at

Client Name	
-------------	--

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
--------	--

Schedule 2 – Accounts Payable (Creditors)  
Amounts owing by you at

Client Name	
-------------	--

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
--------	--

## Schedule 3

### Livestock – Cattle Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Total Number of Cattle as at
<b>Beef Breeds and Beef Crosses</b>	
Rising one year heifers	
Rising two year heifers	
Mixed age cows	
Breeding Bulls	
Rising one year	Steers: Bulls:
Rising two year	Steers: Bulls:
Rising three year	Steers: Bulls:
<b>Friesian and Related Breeds, Jersey and other dairy breeds</b>	
Rising one year heifers	
Rising two year heifers	
Mixed age cows	
Breeding Bulls	
Rising one year	Steers: Bulls:
Rising two year	Steers: Bulls:
Rising three year	Steers: Bulls:
<b>TOTAL</b>	
Deaths and Losses	
Natural Increase	
Peak Milking Cow Numbers for the last season	
Effective Milking Hectares for the last season	

## Schedule 3

### Livestock – Sheep Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep as at
<b>Sheep</b>	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
<b>TOTAL</b>	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	

<b>Wool</b>	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

## Schedule 3

### Livestock – Deer Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Deer as at
<b>Red Deer, wapiti, elk and related crossbreeds</b>	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
<b>TOTAL</b>	
Fawns bred during the year	
Deaths and Losses	

## Schedule 3

### Livestock – Pig Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Pigs as at
<b>Pigs</b>	
Weaners under 10 weeks	
Growing pigs 10-17 weeks	
Growing pigs over 17 weeks	
Breeding sows under 1 year	
Breeding sows over 1 year	
Breeding Boars	
<b>TOTAL</b>	
Piglets bred during the year	
Deaths and Losses	

## Schedule 3

### Livestock – Ostrich and Emu Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Ostriches/Emus as at
<b>Ostriches / Emus</b>	
Chicks	
Breeding and yearling birds	
Breeding birds – adults	
<b>TOTAL</b>	
Chicks bred during the year	
Deaths and Losses	

## Schedule 3

### Livestock – Goat Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Goats as at
<b>Angora and Angora Crosses (Mohair producing)</b>	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non-breeding)/wethers over one year	
Breeding bucks	
<b>TOTAL</b>	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at
<b>Other Fibre and Meat Producing Goats (Cashmere or Cashgora producing)</b>	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non breeding)/wethers over one year	
Breeding bucks	
<b>TOTAL</b>	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at
<b>Milking (dairy) Goats</b>	
Rising one year does	
Does over one year	
Breeding bucks	
Other dairy goats	
<b>TOTAL</b>	
Deaths and Losses	
Goats bred during the year	



## Schedule 3

### Livestock – Numbers Reconciliation

Ensure this is completed and included with your records

Client Name	
Balance Date	

<b>Cattle</b>	
Opening Stock Numbers	
Add:	Purchased during year
	Calves Bred
	Sub Total (A)
Deduct:	Total Cattle sold
	Closing Stock Numbers
	Known Deaths and Killed
	Sub Total (B)
Unaccounted for and Missing (A-B)	

<b>Sheep</b>	
Opening Stock Numbers	
Add:	Purchased during year
	Lambs Bred/Docked
	Sub Total (A)
Deduct:	Total Sheep Sold
	Closing Stock Numbers
	Sheep Killed
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	

<b>Deer</b>	
Opening Stock Numbers	
Add:	Purchased during year
	Fawns Bred
	Sub Total (A)
Deduct:	Total Deer Sold
	Closing Stock Numbers
	Deer Killed
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	