

**ANNUAL QUESTIONNAIRE**  
**XERO COMMERCIAL 2023**



Client .....

Balance Date ...../...../2023

Telephone Number ..... Cell phone Number .....

Email .....

Physical Address.....

**Engagement of Professional Services**

Campbell & Co Chartered 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.
- Full terms and conditions are available on our website

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 affect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Campbell & Co Chartered 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 our 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 Campbell & Co Chartered Accountants Limited to access and change information through MyACC and directly with ACC staff.
- (Companies only) 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 time frame.

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

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_/\_\_\_\_/\_\_\_\_

CAMPBELL & CO CHARTERED ACCOUNTANTS LIMITED  
PHONE: 03 974 9211  
WEB: [www.campbellca.co.nz](http://www.campbellca.co.nz)  
EMAIL: [admin@campbellca.co.nz](mailto:admin@campbellca.co.nz)  
P O Box 257, Kaiapoi 7644

**Annual Report to your Bank** – if you require a copy of your annual report sent to your bank, please complete the following.

Bank .....

Name of Bank Manager .....

Email Address of Bank Manager .....

Do you require any electronic copies of your Annual Report? YES / NO

<b>CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE FINANCIAL STATEMENTS:</b>	<b>Tick if applicable</b>
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<p><b>BANK STATEMENTS</b> Please provide a copy of your business bank account statements as at your balance date</p>	
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<p><b>SOLICITOR'S INVOICES</b> (To enable analysis of legal fees) Please supply <b>all</b> invoices for legal services.</p>	
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<p><b>TERM LOANS / HIRE PURCHASE AGREEMENTS</b> Please supply all new loan statements, new hire purchase agreements and confirmation of the loan balance as at balance date, if not already available on Xero. Loan statements can be loaded on to Xero like a bank account free of charge.</p>	
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<p><b>INSURANCE</b> Please supply the premium summary and a copy of any invoices for insurance.  If you received any insurance claim during the year please include copies of the documentation.</p>	
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<p><b>INTEREST/DIVIDEND CERTIFICATES (TERM DEPOSITS, SAVINGS ACCOUNTS ETC.)</b> These are normally sent by banks(interest) in April or investment providers(dividends) following payment, but may also be available through your online facilities.</p>	
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Please indicate if you received the following Covid 19 payments:	Yes / No	Amount Received	Date/s Received
MSD Wage Subsidy, IRD Resurgence or Support Payments		\$ _____	_____
Government Small Business Loan (via IRD)		\$ _____	_____

<p><b>RATES/GOVERNMENT VALUATION</b> Please supply a copy of the Rates notice or Government Valuation notice if there has been an updated valuation issued during the year, if applicable.</p>	
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<p><b>MAJOR TRANSACTIONS</b> Please supply documentation and invoices relating to any major transactions such as the sale or purchase of significant assets or property. This will ensure that we treat this expenditure correctly and maximise the depreciation claim.</p>	
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<p><b>CONTINGENT LIABILITIES</b>  If you trade as a company and there are contingent liabilities such as guarantees, these need to be recorded in the notes to the accounts. Please provide details.</p>	
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<p><b>CASH INCOME NOT BANKED DURING THE YEAR</b> Please provide details of cash received but not paid into your bank account.  _____ \$ _____</p>	
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**STOCK ON HAND / 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 Year's 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.**

Specify whether GST is included or excluded. **Included/Excluded**  
Date of Stock take: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Value of Stock on Hand: \$ \_\_\_\_\_

**Work in Progress** at balance date should be counted and valued and 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.

Specify whether GST is included or excluded. **Included/Excluded**  
Value of work in progress: \$ \_\_\_\_\_

**PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED**

Effective 17/3/2021, the threshold for capitalising an asset (adding to the asset schedule and depreciating, rather than claiming in full) increased to \$1,000 excl. GST.

Asset Description	Total Paid	Date	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please supply Hire Purchase Agreements if applicable).

**PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR**

(Please refer to your last years fixed asset and depreciation schedule included with your financial statements)

Asset Description	Date Sold	Total Received	Tick if Scrapped	Details of Replacement Asset if Traded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**BUSINESS MOTOR VEHICLE(S)**

Inland Revenue require log books to cover three months and to be updated once every three years.

What period did your last log book cover? \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

From your log book, please supply distances travelled this year, distances travelled on business matters, or alternatively supply us with your three month log book.

**Vehicle:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Business Travel \_\_\_\_\_ kms \_\_\_\_\_ kms

Total Distance Travelled \_\_\_\_\_ kms \_\_\_\_\_ kms

Have GST adjustments been made for private use during the year? YES / NO

If Yes, please supply details.

\_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

**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: \_\_\_\_\_

		<b>GST Included / Excluded</b>	
Interest paid on Mortgage	\$ _____	Rates	\$ _____
Telephone/Internet	\$ _____	Power	\$ _____
Any other home office expenses	\$ _____	Insurance	\$ _____
If house or flat rented – total rents paid			\$ _____

**COMPANY ADMINISTRATION**

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

**Please note: if your business is not a limited company, you are not required to fill this section**

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 Campbell & Co Ltd 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.

**MISSING INFORMATION**

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**ITEMS FOR DISCUSSION AT YOUR INTERVIEW**

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