

# Financial Statements Questionnaire – 31 March 2018

Ensure this questionnaire is completed and included with your records

Client Name & Address	Bus. Phone:	
	Mobile:	
	Email:	

To: Williamson & Co Chartered Accountants Limited

## Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year ending 31 March 2018. 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.

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. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. A copy of all tax returns will be signed by me/us however you are authorised to file all taxation returns on behalf of myself/ourselves or any of my/our associated entities with the Inland Revenue Department prior to the signed copies being returned to this office for update of the records.

Name	IRD Number	Title	Signature	Date

Have any of your details above changed?	
Postal address _____	
Physical address _____	
Email: _____	
Telephone Bus: _____ Mobile: _____	
Convenient time to call you is:	
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 and branch:	
Name and address of your Solicitor:	
Have you recently formed a Trust? Please provide details of your Trust including the Trust Deed.	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
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, Cheque butts, Cash books, etc</b>		
<p>Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> <li>▪ Receipt books. Make sure any items not for business sales are clearly marked</li> <li>▪ Suppliers' invoices filed in cheque number order</li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> </ul> <p>Where you use an <b>Accounting Software</b> package, please provide:</p> <ul style="list-style-type: none"> <li>▪ Backup or copy of the data as at the end of financial year, or provide access to your cloud based system</li> <li>▪ Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>▪ Final Bank Statement for year for all bank accounts</li> <li>▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	   Software name and version: _____  User Name: _____  Password: _____
<b>Final Bank Statement</b>		
Supply a copy of your bank statement including any savings, call or term deposit accounts dated 31 <sup>st</sup> March 2018 or spanning this date.	<input type="checkbox"/>	
<b>Loan &amp; Hire Purchase Statements</b>		
Supply a copy of any loan and/or hire purchase transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
<b>Employers – Wages paid to Employees</b>		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. <b>OR</b> Send a copy of your Employer Monthly Deduction Schedule (IR 348) for the 12 months to your balance date.	<input type="checkbox"/>  <input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply copies of Goods & Services Tax (GST) returns and work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Investments</b>		
Please supply copies of term deposit statements, share investment statements (including advisor reports) and details regarding any other financial investment held at balance date.  Have you bought, sold, gifted, or received any shares during the financial year up to your balance date?	<input type="checkbox"/> <input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
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, mark on cheque butts or highlight in cash book 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.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>

Records Required	✓	Comment
<b>Cash on Hand</b>		
*Cash on Hand           \$ _____           Date banked ___/___/___ Petty Cash                \$ _____ Till Floats/Cash Floats   \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Stock on Hand</b>		
<b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.  Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).  <b>Work in Progress</b> Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Valued at lower of: ▪ Cost <input type="checkbox"/> ▪ Net realisable value <input type="checkbox"/> ▪ Market value <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>  \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Prepayments / Income in Advance</b>		
Have you made any payments in advance to suppliers? If pre-payments are for items other than stock, please provide a detailed schedule.  Have you received any income in advance from customers? Please provide a detailed schedule.	<input type="checkbox"/> <input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>  \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Capital Expenditure – see attached Schedule 3</b>		
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:  <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul> A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Transactions Not Through the Business</b>		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts not banked and when they were lodged: _____ _____ _____		Personal                   \$ _____ Business                    \$ _____ Other bank accounts       \$ _____
<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. Please include a copy of your latest Rateable Valuation for any properties you own.	<input type="checkbox"/>	

Records Required	✓	Comment
<b>Business Expenses</b>		
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> <li>• Insurance premiums</li> <li>• Legal fees</li> <li>• ACC payments and arrangements</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Private Use</b>		
<p>Value of goods taken for private use at their <b>cost</b> price.</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<b>Expenses paid in Cash or from Personal Funds</b>		
<p>Please provide a list if applicable.</p>	<input type="checkbox"/>	
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km  Total _____ km  Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km  Total _____ km  Percentage Business _____ %</p> <p>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.</p> <p>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business: _____ m<sup>2</sup></p> <p>Total Area of House &amp; Workshop: _____ m<sup>2</sup></p> <p>Power \$ _____</p> <p>Insurance (Building &amp; Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates (including regional council rates) \$ _____</p> <p>Repairs &amp; Maintenance \$ _____</p> <p>Other \$ _____</p> <p><b>Total</b> \$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<b>Residential Land Withholding Tax</b>		
<p>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.</p>	<input type="checkbox"/>	

Records Required	✓	Comment
<b>Mixed Use Holiday Home</b>		
<p>Do you have a property (holiday home or a bach) that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide details of property: _____</p> <p>Was the property empty for 62 days in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p> <p><b>Mixed Use Holiday Home – Information Required</b></p> <p>The number of days the property was empty during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year _____ <input type="checkbox"/></p> <p>OR where income from any person received was less than 80% of market rate _____</p> <p>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</p> <p>If there is more than one tenant who used the property through the year, please attach details.</p> <p>Name of tenant: _____ Relationship to owner (if any): _____</p> <p>Amount of rent they paid: \$ _____ Dates rented (From: To) _____</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 tenants \$ _____ <input type="checkbox"/></p> <p>Cost of repairing damages caused by tenants \$ _____</p> <p>Number of days spent in the property while repairing damages caused by tenants _____</p> <p>Mortgage interest \$ _____</p> <p>Rates \$ _____</p> <p>Insurance \$ _____</p> <p>Repairs/maintenance for general wear and tear \$ _____</p> <p>Other (please give details) : _____</p>		
<b>Mixed Use Boat or Plane</b>		
<p>Do you have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, provide details:</p> <p>Description: _____</p> <p>Market value: \$ _____</p> <p>Was the asset unused for 62 days in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<b>Trusts</b>		
<b>Legal and Loan Documents</b>		
<p>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. Please include a copy of your latest Rateable Valuation for any properties you own.</p>	<input type="checkbox"/>	
<b>Gifting Programme</b>		
<p>Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.</p>	<input type="checkbox"/>	Date of Gift _____
<b>Major Transactions</b>		
<p>Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.</p>	<input type="checkbox"/>	<p>_____</p> <p>_____</p> <p>_____</p>

# Rental Questionnaire – 31 March 2018

Ensure this questionnaire is completed and included with your records

Property Details	
Please provide us with the addresses of any rental properties you have. Address: _____ Address: _____ Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

Rental Income and Expenditure	✓	
Please supply bank statements and property agent rental statements, clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary.	<input type="checkbox"/>  <input type="checkbox"/>	
<b>Income:</b> Total Rent Received                      \$ _____		
<b>Expenses:</b>		
Agency fees                                      \$ _____	Power    \$ _____	
Advertising (to rent)                      \$ _____	Rates - Land                                      \$ _____	
Bank fees    \$ _____	Rates - Water                                      \$ _____	
Insurance    \$ _____	(including regional council rates)	
Legal fees    \$ _____	Repairs and Maintenance                      \$ _____	
Mortgage Interest                              \$ _____	(please attach details or invoices)	
Phone    \$ _____	Valuation fees                                      \$ _____	
Please provide a copy of any loan summary/statements from bank.		
Details of any other expense relating to rental property (including additional assets purchased):		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Details of visits to inspect property/conduct property business:		
Date      Details    Kilometres		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Other details required	✓	
<ul style="list-style-type: none"> <li>• Solicitors settlement statement</li> <li>• Sale and purchase agreement</li> <li>• Loan details for property purchased</li> <li>• A copy of the latest Rateable Valuation</li> <li>• A list of chattels and their value for properties bought or sold during the year</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

## **Schedule 1 – Accounts Receivable (Debtors)**

### Amounts owing to you at 31 March 2018

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All accounts or amounts owing to you at balance date should be scheduled.

**Exclude** any bad debts.

To enable bad debts to be excluded from income, these must be written off prior to balance date.

Name of Debtor	Description of Sale	Code	Total Incl GST

<b>Totals</b>	
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**Schedule 2 – Accounts Payable (Creditors)**

**Amounts owing by you at 31 March 2018**

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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, mark on cheque butts or highlight in cash book 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.

Name of Creditor	Description of Goods	Code	Total Incl GST

<b>Totals</b>	
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## Schedule 3 – Fixed Assets

### Capital Purchases and Disposals during the Year

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Attached is a copy of your previous asset schedule for you to review. Please mark on the schedule (\*) any assets that have been sold, scrapped or traded and complete the details on the table below for these assets.

#### Assets Sold, Scrapped or Traded

Date	Asset Name or Asset No.	Amount Inc GST \$	Sold, Scrapped or Traded

If there are any major assets that are not on the schedule, or have been purchased during the year, please complete the details on the table below.

Please include with your records, financial documents such as receipts, invoices, hire purchase agreements, loan agreements, lease agreements, trade-in details and also the latest Government Valuation you have received.

#### Assets Purchased

Date	Asset	Amount Inc GST \$	How Financed	New or Second Hand

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## Schedule 4 – 2018 Livestock (if applicable)

	Quantities					
	Opening	Births	Deaths	Bought	Sold	Closing
<b>Sheep</b> <i>(High priced sheep should be detailed separately)</i>						
Ewe hoggets'						
Ram & wether hoggets'						
Two-tooth ewes						
Rising 3-4 year Ewes						
Mixed-age wethers'						
Breeding rams						
<b>Cattle</b> <i>(High priced cattle should be detailed separately)</i>						
R1 Heifers						
R2 Heifers						
Mixed-age Cows						
R1 Steers & Bulls						
R2 Steers & Bulls						
R3 + Steers & Bulls						
Breeding Bulls						
Pigs						
Breeding sows (>1 year)						
Breeding sows (1 year +)						
Breeding boars						
Weaners (>10 weeks, exclude sucklings)						
Porkers / Baconers (10-17 weeks)						
<b>Horses</b> <i>(Attach detailed list of horses including Name, Age, Sex, and Sire)</i>						
Broodmares						
Broodmares in foal						
Breeding stallions						
Race horses (exclude trailling & pre-training)						
Trading horses (include trailling & pre-training)						
Sport horses						
<b>Goats / Emus / Dogs / Other</b>						

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## Schedule 5 – Records Supplied Checklist

Year ending 31 March 2018

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<b>Records required (where applicable)</b>	✓
Bank statements, cheque butts, cash books, accounting software: <ul style="list-style-type: none"> <li>• Narrated bank statements, and cheque and deposits books; OR</li> <li>• Reconciled cash book, bank statements, and cheque and deposit books; OR</li> <li>• Accounting software back up, copy or cloud access granted</li> <li>• Other equivalent data</li> </ul>	<input type="checkbox"/>
Dairy company statements	<input type="checkbox"/>
RD1, Farmlands, or equivalent statements	<input type="checkbox"/>
Rates notices	<input type="checkbox"/>
Government valuation notice	<input type="checkbox"/>
Solicitor statements for legal transactions	<input type="checkbox"/>
Interest certificates	<input type="checkbox"/>
Dividend certificates	<input type="checkbox"/>
Donation receipts	<input type="checkbox"/>
Receipts, invoices & statements	<input type="checkbox"/>
Term deposit details	<input type="checkbox"/>
Loan statements and/or Hire Purchase agreements & statements	<input type="checkbox"/>
Wage books, or IR348's & IR345's for the year	<input type="checkbox"/>
GST return copies and workpapers	<input type="checkbox"/>
FBT return copies and workpapers	<input type="checkbox"/>
ACC invoices, payment schedules, details	<input type="checkbox"/>
Completed questionnaire	<input type="checkbox"/>

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