

## 2019 FINANCIAL STATEMENTS & INCOME RETURNS QUESTIONNAIRE

NAME or ENTITY \_\_\_\_\_

Please confirm your contact details			
Postal address		Telephone	
		Mobile	
Contact Person		E-mail address	
IRD number		Preferred method of contact	Post
			Email

It is a requirement for us to retain a questionnaire on file for each income year. We thank you for taking the time to complete this questionnaire for each trading entity that requires financial statements and / or an income tax return to be prepared.

If you have any queries about how to complete this questionnaire please contact us on (07) 378 7150 or (06) 388 0860

**WORK IN PROGRESS** – Work completed comprising materials labour and overhead costs but not billed by balance date. **GST exclusive**

**Total Value at Cost =** \$ \_\_\_\_\_

If you do not use online software such as BankLink, Xero or MYOB please answer the Bank & Stock, Cheque Butts, and Deposits in Business Account sections below:

**BANK & STOCK FIRM STATEMENTS** - All Business accounts, to 1 month after year end. Obtain copies of missing pages before delivering your records to us. Attached? **YES/NO**

**CHEQUE BUTTS/CASH BOOK/COMPUTER RECORDS** - If you have not written cheque details on Bank Statements, please include all cheque butts or other prime entry records. Included? **YES/NO**

**DEPOSITS IN BUSINESS ACCOUNT** - Identify deposits which are not sales or contract receipts (e.g. Asset sale, GST refunds, Tax refunds, Funds Introduced etc.) Completed? **YES/NO**

**BUSINESS MONIES RECEIVED BUT NOT BANKED TO BUSINESS ACCOUNTS** - Attach a list, if applicable, showing - Attached? **YES/NO**  
Date: Amount: Type of Income: (e.g. Sales, GST Refund, etc.)

**ACCOUNTS RECEIVABLE (Debtors - Monies owed TO you at Balance date):** Attach a list, if applicable, as question above.

Do not include Bad Debts

**Total (GST inclusive)**



**LAY-BY DEPOSITS** - Total of Deposits banked (Lay-by stock should be included in Stock on Hand) **Total (GST inclusive) =** \$ \_\_\_\_\_

**CASH ON HAND**

	Unbanked at balance date	\$ _____
	Cash Register or Till floats	\$ _____
	Petty Cash	\$ _____

**ACCOUNTS PAYABLE (Creditors – Monies owed BY you at Balance Date and which would normally be paid by 20<sup>th</sup> April)** Attach OR list showing the following:-

<u>Creditor:</u>	<u>Gross Amount (incl. GST):</u>	<u>What invoice is for:</u>
e.g. <i>AB Ltd</i>	\$225.00	<i>Materials (Fuel Stationary, PAYE etc.)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**GST/FBT COPY RETURNS AND WORK PAPERS:**

We need these to reconcile your GST/FBT for the year. Attached? **YES/NO**

**MORTGAGE/LOAN/SALE & PURCHASE:**

Bank and/or Solicitor's documents. Attached? **YES/NO**

**HIRE PURCHASE AGREEMENTS/LEASE AGREEMENTS:**

Agreement and Asset invoice. Attached? **YES/NO**

**CAPITAL EXPENDITURE:**

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> | Included? <b>YES/NO</b> |
|--|-------------------------|

**BUSINESS EXPENSES PAID FROM PRIVATE FUNDS:**

<u>Date:</u>	<u>To Whom Paid:</u>	<u>Gross Amount:</u>	<u>What the payment was for:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**GOODS FOR OWN USE:** Advise cost value of any goods taken for private use. \$ \_\_\_\_\_  
**Total (GST inclusive) =**

**INCOME PROTECTION INSURANCE:**

Advise amount of tax deductible premium paid during the year

\$ \_\_\_\_\_

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

Business Area:	_____m <sup>2</sup>	Rent	\$ _____
Total Area	_____m <sup>2</sup>	Power	\$ _____
		Insurance (Building and Contents)	\$ _____
		Interest (House Mortgage)	\$ _____
		Rates	\$ _____
		Repairs & Maintenance	\$ _____
		Alarm Monitoring	\$ _____
		<b>Total</b>	\$ _____

**MOTOR VEHICLES**

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

<b>Vehicle Description:</b>	_____	<b>Vehicle Description:</b>	_____
Business	_____ km	Business	_____ km
Total	_____ km	Total	_____ km
Percentage Business	_____ %	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

**PERSONAL INCOME:**

We receive, from the IRD, a Summary of Earnings for any income you may have earned where the tax was deducted at source. However, have you received any other income that was not taxed at source? If so, please include details.

Attach all Interest & Dividend certificates (**these include Tax credits**)

- Interest?
- Dividends?
- Details of any shares held overseas for foreign dividend tax calculation.
- Details of any shares purchased overseas.

Are you on Kiwisaver?

- What kind of fund manager? \_\_\_\_\_
- What fund type? \_\_\_\_\_

**ANY OTHER INCOME RECEIVED FROM:**

Rents? (Full details of Receipts and Expenses are required)	Attached?	YES/NO
Partnerships, Trusts or Estates?	Attached?	YES/NO
Overseas Income?	Attached?	YES/NO
Foreign or Non-Taxable Pensions?	Attached?	YES/NO

**FAMILY ASSISTANCE** If you think you are eligible for Family Assistance, complete the following:

**Spouse Details:**

Full Name: \_\_\_\_\_ IRD No: \_\_\_\_/\_\_\_\_/\_\_\_\_

Taxable Income for the Year: \$ \_\_\_\_\_

**Children** –List the children for whom you were the principal caregiver:

<b>Full Name of Child</b>	<b>IRD NO</b>	<b>Date of Birth</b>	<b>Date Child Left School</b>
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____
_____	_____	____/____/____	____/____/____

**DONATIONS:** (Charitable donations of \$5.00 or more.) **These are now claimed on the separate Rebate form. Attach receipts if you wish us to complete it.**

Attached?    YES/NO

LIVESTOCK – CLOSING STOCK NUMBERS ON HAND



LIVESTOCK ON HAND

LIVESTOCK CLASS

NUMBERS

CATTLE

Rising 1 year heifers	_____
Rising 2 year heifers	_____
Mixed-age cows	_____
Rising 1 year steers and bulls	_____
Rising 2 year steers and bulls	_____
Rising 3 year & older steers & bulls	_____
Breeding bulls	_____
<b>Total Cattle on Hand</b>	<b>= _____</b>

SHEEP

Ewe hoggets	_____
Ram & wether hoggets	_____
Two-tooth ewes	_____
Mixed-age ewes (rising 3 & 4 year)	_____
Rising 5 year & older ewes	_____
Mixed-age wethers	_____
Breeding Rams	_____
<b>Total Sheep on Hand</b>	<b>= _____</b>

DEER

Rising 1 year hinds	_____
Rising 2 year & older hinds	_____
Mixed-age Hinds	_____
Rising 1 year stags	_____
Rising 2 year & non-breeding stags	_____
Breeding stags	_____
<b>Total Deer on Hand</b>	<b>= _____</b>

WOOL ON HAND

Value of Wool on Hand

**\$** \_\_\_\_\_

STOCK KILLING FOR YEAR

CATTLE

No. killed for rations	_____
Known deaths	_____

SHEEP

No. killed for rations	_____
No. killed for dog tucker	_____
Known deaths	_____

DEER

No. killed for rations	_____
Known deaths	_____

NATURAL INCREASE

No. of <b>Lambs</b> docked	_____
No. of <b>Calves</b> bred	_____
No. of <b>Fawns</b> bred	_____