## Financial Statements Questionnaire – 2021



Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Balance Date	Mobile:	
	Email:	

To: Leslie & O'Donnell

## **Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the 2021 Financial year/period. 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.

I/We understand in providing services to me/us, Leslie & O'Donnell access and utilise selected services and products from third parties that facilitate your ability to provide these services. Specific examples of this are cloud based software like Xero and email and collaboration platforms like Microsoft. All of these services are provided to Leslie & O'Donnell to enable them to better service us. In utilising these services my/our personal information is provided into these platforms or given to the service providers solely to enable them to undertake services to me/us. My personal information is not to be used by any of these providers for any other purpose other than the preparation of our financial statements. If I/we have any concern about the use of third party and cloud based services, I/we will discuss this with Leslie & O'Donnell. Depending on the concern, I understand this may impact on your ability to provide the requested services to me/us.

In addition to the above, you may use my/our personal information, such as address, or contact details or broad business profile, to provide me/us with industry information or to introduce additional services that you offer. You may send written or electronic communications, or newsletters, or invitations to events etc. If at any time I/we do not wish to receive this information I/we can contact Leslie & O'Donnell and advise and you will not send any additional information.

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  $20^{th}$  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.

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. 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.

Name	IRD Number	Signature	Date

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:						
Director	Date of birth	City / Town of birth	Email Address	Current residential address		
	-	1	·	·		
Convenient time to	call you is:					
Alternative phone r	numbers are:					
When do you want	your accounts c	completed by?				
Would you like us t	o supply a copy	to your bank?	Yes 🗌 No 🗌			
		to your bank, please s of your current bank				
manager:	iu emaii audress	s or your current bank				
		anged in any way during	J			
the past 12 months	s? If yes, please	provide brief details.				

Records Required	✓	Comment
Bank Statements, Cheque butts, Cash books, etc		
Where no Cashbook is supplied, please provide and include one-month past balance date:  Bank statements including any savings account or term deposit  Cheque & Deposit butts showing the nature of each payment/deposit  Receipt books. Make sure any items not for business sales are clearly marked		
<ul> <li>Suppliers' invoices filed in cheque number order</li> <li>Where you supply a written Cashbook, please provide and include onemonth past balance date:</li> <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>		
Where you supply a computerised Cashbook, please provide:  Backup disk as at the end of financial year or email files to us  Copy of Bank Reconciliation as at balance date for all bank accounts  Final Bank Statement for year for all bank accounts  Transaction Listing for Accounts Payable and Accounts Receivable as at balance date		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Employers – Wages paid to Employees		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD.  OR		
Send a copy of your Employer Monthly Deduction Schedule (IR 348).		
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
Goods & Services Tax (GST) Returns		
Please supply copies of Goods & Services Tax (GST) returns and work papers.		
Interest and Dividend Certificates		I
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1		
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.		Total at Balance Date: \$
·		GST Included
Accounts Payable (Creditors) – see attached Schedule 2		
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.		Total at Balance Date:
		GST Included
Cash on Hand		
*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)		

Records Required	✓	Comment
Stock on Hand		
Stock 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		Valued at lower of:  cost net realisable value
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).		market value  S  GST Included  Excluded
Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated?		\$GST Included
Prepayments received		\$GST Included [ Excluded [
Capital Expenditure	1	
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> <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.		
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes \_ No \_  If No, list amounts not banked and when they were lodged:		
		Personal \$
		Business \$
		Other bank accounts
Legal and Loan Documents	1	ı <del>—</del>
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.		

Business Expenses	
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:  Insurance premiums  Legal fees	
<ul> <li>ACC payments and arrangements</li> </ul>	
Private Use	
Value of goods taken for private use at their <b>cost</b> price.	\$ GST Included
Expenses paid in Cash or from Personal Funds	
Please provide a list if applicable.	
Related Parties Payments	
Has the Company made any payment of expenses or wages to any associated persons within two degrees of blood relationship? (This would be a payment made to the children, grandchildren, parents, grandparents, or siblings of the directors / shareholders of the company). Yes \( \square \) No \( \square \)	
If yes, please provide details below of who was paid, the date and amount of the payments, and what the payments relate to. Please also advise if the associated person was paid via another entity rather than personally.	
Were any advances/loans made to or received from any associated persons or entities during the financial year? Yes No No If yes, please provide details of the advances made, to whom, the date	
completed, any repayments made and the closing balance as at year end.	

Records Required		✓	Comment		
Residential Land Withholding Tax			1		
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.					
Research and Development		1			
If this entity is a company, have you spent significant amounts on development during the income year? If so, provide ledger accourt of expenditure					
Motor Vehicles	Home Office	се Ех	penses		
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	If part of you	r hom	e is set aside princip orage area, please p		
Vehicle Description:	Area used fo	r Bus	iness:		m²
Dusings	Total Area of	f Hous	se & Workshop:		m²
Business km Total km					<del></del> *
Percentage Business %	Power			\$	
_		uildin	g & Contents)	\$	
Vehicle Description:				\$ \$	
Business km	Interest (Hou				
Total km	·	_	egional council rates	-	
Percentage Business %	Repairs & M	ainter	nance	\$	
Please note that a detailed and accurate log book must be	Other			\$	
completed for a three month period every three years or vehicle	Total			\$	
expense claims will be limited to a maximum of 25% of expenses	Cost of Hous	se and	d Section	\$	
incurred.	Cost of Section \$				
If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:	I Construction materials, (timber prick etc)				
you are currently paying i migo benefit tax for:					
Mixed Use Holiday Home	•				
Does this entity have a property (such as a holiday home or a back income?	h) that is used p	rivate	ly and also to derive		
			Yes 🔲 I	No 🗌	
If yes, provide details of property:					
Was the property empty for 62 days in the income year?  If yes, please complete the following section so we can determine	the amount of a	ıllowa	Yes ☐ l ble deductions.	No 🗌	
Mixed Use Holiday Home - Information Required					
The number of days the property was empty during the income ye	ar				
The number of days the asset was used by family or associated pe		he inc	ome vear		
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 at	ttach o	details.		
Name of tenant:	<u></u>				
Relationship to owner (if any):					
Amount of rent they paid: \$					
Dates rented (From: To)					

Records Required		
Mixed Use Holiday Home continued		
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):		
Mixed Use Boat or Plane		
mixed 55c Bott of Fidile		
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?	Yes $\square$ No $\square$	Ш
M Non-months detailed		
If Yes, provide details:		
Description:		
Market value: \$		
Was the asset unused for 62 days in the income year?  If yes, please complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable to the complete the following section so we can determine the amount of allowable the complete the	Yes ☐ No ☐ le deductions.	
Mixed Use Boat or Plane – Information Required		
The number of days the asset was <b>unused</b> during the income year		
The number of days the asset was used by family or associated persons* during the inco	me 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 e		
For non-associated persons where payment received is at least 80% of market value:		
Number of days the asset was used:		
Income received: \$		
Expenses incurred in respect of the property (the list below is not exhaustive – details of required):	all expenses will be	
Cost of advertising for hireage	\$	
Cost of repairing damages caused by hireage	\$	
Operating costs / supplies	\$	
Insurance	\$	
Repairs/maintenance for general wear and tear	\$	
Other (please give details)		

Thank you for completing this questionnaire – please don't forget to sign it on Page 1.

## Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at Year End 2021

Client Name			
Name of Debtor	Description of Sale	Code	Total Incl GST
Totals			

## Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at Year End 2021

Client Name			
Name of Creditor	Description of Goods	Code	Total Incl GST
Totals			