

BALANCED ACCOUNTING TARANAKI LTD
PO Box 391, Taranaki Mail Centre, New Plymouth 4340

ANNUAL FINANCIAL STATEMENTS QUESTIONNAIRE
for the 2021 YEAR

admin@batltd.co.nz

06 927-3173

Client Name :

Client Code

Address :

Postal code :

Phone Number :

Mobile Number :

Email Address :

Please complete the checklist on the next page to determine which parts of the questionnaire you need to answer. **Only complete the section of the questionnaire if you answer “Yes” to the relevant question.**

We are required by the Inland Revenue Department to hold on our files a signed declaration that you have instructed us to complete your financial matters on your behalf.

The Privacy Act requires us to have a signed authority when requesting information from banks etc in relation to your income details.

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I hereby authorise Balanced Accounting Taranaki Ltd to act as agent and to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required. This includes your authority to act as your linked agent for ACC and to access and change online information held by ACC.

Please Sign here : _____

Date : _____

PLEASE ANSWER ALL RELEVANT QUESTIONS

	Yes	No	If 'Yes' answer
1 Do any deposits in the Bank Statements not relate to Sales	<input type="checkbox"/>	<input type="checkbox"/>	A
2 Did you have any sales proceeds not deposited to business bank account?	<input type="checkbox"/>	<input type="checkbox"/>	B
3 Do you have any expenses not paid from Business Bank Account?	<input type="checkbox"/>	<input type="checkbox"/>	C
4 Do you carry Inventory or have Work in Progress?	<input type="checkbox"/>	<input type="checkbox"/>	D
5 Did you have any Accounts Payable (creditors) as at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	E
6 Did you have any Accounts Receivable (debtors) as at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	F
7 Did you have any cash, cheques or floats on hand at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	G
8 Did the Business/Trust receive any Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	H
9 Have you purchased or disposed of any Business/Trust assets during the year	<input type="checkbox"/>	<input type="checkbox"/>	I
10 Did you have any Loans, Hire Purchase or Lease Agreements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	J
11 Do you want to claim a Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	K
12 Did you incur any costs which have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	L
13 Did you incur any entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	M
14 What accounting systems have you used during this financial year?			
- A complete computerised accounting package	<input type="checkbox"/>	<input type="checkbox"/>	N
- A manual system or no system	<input type="checkbox"/>	<input type="checkbox"/>	O
- Balanced Accounting process my transactions internally during the year	<input type="checkbox"/>	<input type="checkbox"/>	-
15 Other business information	<input type="checkbox"/>	<input type="checkbox"/>	P
16 Do you pay Fringe Benefit Tax?	<input type="checkbox"/>	<input type="checkbox"/>	Q
17 Are you registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>	R
18 Did you buy or sell a business, Real Estate or Investments during the year?	<input type="checkbox"/>	<input type="checkbox"/>	S
19 Did you receive any foreign income or incur foreign expenses?	<input type="checkbox"/>	<input type="checkbox"/>	T
20 Are you completing this questionnaire for a Trust?	<input type="checkbox"/>	<input type="checkbox"/>	U
21 IN ALL CASES; PLEASE COMPLETE			
- General	<input type="checkbox"/>	<input type="checkbox"/>	V
- Personal Tax return information	<input type="checkbox"/>	<input type="checkbox"/>	W

PLEASE CALL US IF YOU NEED ANY ASSISTANCE on 06 927-3173

A All Deposits Sales?

Are all deposits to Bank Statements sales? Yes/No

If no, please indicate the following :-

<u>Date</u>	<u>Name</u>	<u>Particulars</u>	<u>Amount</u>

B Sales not Banked?

Have all sale proceeds been deposited to the business bank account? Yes/No

If no, list date, value and where sales have been banked.

<u>Date</u>	<u>Where Banked</u>	<u>Amount</u>

C Business Expenses not paid from Business Bank Account

Please detail any expenses not paid for from business bank account (use separate sheet if necessary) ie cash payments or payments from personal accounts.

D Inventory or Work in Progress

The value of Stock on Hand at balance date was : (GST excl) \$ _____

Note: Original cost or market value (if lower than cost) can be used.

The value of Work in Progress at balance date was : (GST excl) \$ _____

Please provide the following records:

- A copy of your year end stock take workings (GST exclusive)
- Details of the nature of any work in progress as at balance date

Enclosed	N/A

(Note: WIP should be valued at cost of materials used, direct labour plus factory overhead after deducting any progress payments. Profit margin should not be included)

E Accounts Payable (Creditors)

The total of all Accounts Payable owed by you as at balance date was: \$ _____

Please provide the following records:

- A Payables Aged Trial Balance as at balance date printed from your accounting system **or**
- A detailed list of all amounts owing at balance date (GST incl) including name, type of expense and amount owing for each Creditor

Enclosed	N/A

F Accounts Receivable (Debtors)

The total of all Accounts Receivable owed to you as at balance date was: \$ _____

Please provide the following records:

- A Receivables Aged Trial Balance as at balance date printed from your accounting system **or**
- A detailed list of all amounts due to you at balance date (GST Incl) including name and amount owing for each debtor

<i>Enclosed</i>	<i>N/A</i>

Note: Bad debts must be written off before balance date if you do not consider them to be collectable.

G Cash on Hand

Please provide the following records :

- Total sales not banked (cash, cheques, eftpos) at balance date were \$ _____
- Total cash floats at balance date were : \$ _____
- Total petty cash on hand at balance date was : \$ _____

H i) Interest and Dividends

Did you receive any interest or dividends during the year? If so please supply details, and copies of the Interest/Dividend Statements.

<u>Name of Bank, Firm, Company, etc</u>	<u>Amount</u>

ii) Interest PAYE Withholding Tax Deduction Certificate

If you have had Interest PAYE deducted please include all IR15 returns so a credit for Interest PAYE can be claimed from the Inland Revenue when completing your tax returns.

I Assets

Please provide the following records:

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$1000 in value

<i>Enclosed</i>	<i>N/A</i>

Sales

- A detailed list of any assets sold including the date sold and sale value

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Disposals/Write Offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal

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J Loans, Hire Purchase and Lease Agreements

Please provide the following records:

- Copies of any agreements that have been entered into during the financial year
- Details of any agreements repaid or refinanced during the year
- Confirmation of loan balances as at balance date
- Loan account statements

Enclosed N/A

K Home Office Allowance

The annual total of the following expenses are required in order to complete the calculations:

Rent (if property not owned)	_____	Valuation Fees re Mortgage	_____
Insurance	_____	Legal Expenses re Mortgage	_____
Repairs and Maintenance	_____	Interest (on Mortgage)	_____
Power and Gas	_____	Body Corporate Fees	_____
Rates and Water Rates	_____		

Note : If you have supplied details of your house and the area used for business purposes to Balanced Accounting Taranaki Ltd in prior years, and the details have not changed, you do not need to supply the following information.

The total floor area of the house is : _____ **m²**

The total floor area used for business purposes is : _____ **m²**

L Business Portion of Expenses

Please provide the business use percentage for the following expenses and attach further details if required.

Motor Vehicle Expenses*	_____ %	Subscriptions	_____ %
Telephone & Tolls	_____ %	Travel Expenses	_____ %
Power	_____ %	Insurance	_____ %

* The business use percentage of a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every **three years** unless you are paying FBT or the vehicle is classified as exempt from FBT. In the event of an IRD audit, failure to produce a current log book will result in you only being able to claim 25% of total vehicle costs as a tax deduction. If you would like us to calculate the business use percentage from your log book, please enclose it with your records.

M Entertainment Expenses

Generally only 50% of entertainment costs are tax deductible, with the following exceptions.

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

Enclosed N/A

If any of these exceptions apply to your entertainment expenditure, please provide details.

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N Computerised Accounting Systems

What system are you using? System _____

Please provide the following records:

- A USB stick for your financial year, or email file
- Copies of the following reports printed from your system:
 - Annual Management Financial Statement
 - Annual detailed General Ledger
 - Trial Balance as at Balance Date
 - Bank Reconciliations as at Balance Date
- Cheque books and Deposit Books for the full year
- Bank Statements for the full year

<i>Enclosed</i>	<i>N/A</i>

O Manual Cashbook or no system

Please provide the following records:

- Your cashbook (if one is kept)
- Bank reconciliation as at balance date (if completed)
- Cheque books and Deposit Books for the full year
- Bank Statements for the full year

<i>Enclosed</i>	<i>N/A</i>

If no cashbook has been kept, please ensure the following:

- All cheque butts are completed in full
- Any direct debits or eftpos transactions are detailed on the bank statements
- The source of all deposits not detailed in the deposit books are clearly identified on the bank statements

P Other Business Information

- Details of Personal and Business insurance policies.
- Details of rebates received (*eg New Plymouth Building Supplies or Ravensdown*)
- Loans & Debentures (*eg New Plymouth Building Supplies*)

Q Fringe Benefit Tax (FBT)

Please provide the following records:

- A copy of all FBT returns filed during the financial year
- A copy of any workings supporting the figures on your FBT returns

<i>Enclosed</i>	<i>N/A</i>

Note: If BAT Ltd has prepared FBT returns on your behalf, please ignore this section.

R Goods and Services Tax (GST)

Please provide the following records:

- A copy of all GST returns filed during the financial year
- A copy of all workings supporting the figures on your GST returns

<i>Enclosed</i>	<i>N/A</i>

Note: If BAT Ltd has prepared GST returns on your behalf, please ignore this section.

S Buying/Selling Investments, Real Estate or a Business

Please provide the following records:

- A copy of all documentation relating to the purchase or sale of investments (shares, foreign investments, etc)
- A copy of all documentation **including legal statements and Sale and Purchase Agreements** relating to the purchase or sale of any Real Estate
- A copy of all documentation **including legal statements and Sale and Purchase Agreements** relating to the purchase or sale of a business

Enclosed **N/A**

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T Foreign Income or Expenses

Please provide the following records:

- Details of the nature and amounts of any foreign income received and any related foreign tax credits
- Details of the nature and amounts of any expenses paid to people or businesses who are not New Zealand residents

Enclosed **N/A**

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U Trusts

Please provide the following records:

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust

Enclosed **N/A**

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V General (to be completed in all cases)

Please supply the following information :

- 1 Copies of all Insurance/Work Place Accident Insurance/ACC invoices
- 2 Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000
- 3 Details of any **Contingent Liabilities** or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item

Enclosed **N/A**

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4	Details of the nature and value of any business goods taken for personal use during the financial year		
5	Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust		
6	Details of any deposits received from customers/clients for goods not supplied at balance date		
7	Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified		
8	Details of any business expenses paid from private funds which have not been reimbursed by the business		
9	If trading as a company, were there any changes in shareholding or directorships?		
10	Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year		
11	Details of any overseas pensions, foreign superannuations or other investments		

W Personal Tax Return Information

To assist us in the completion of your personal taxation return please answer the following questions in all cases.

Please advise the Bank Account name and number for rebates to be banked into;

.....
Name of account Bank Account number

i) Did you receive any of the following - if so, attach details including IR330's etc

	Gross	Tax Paid
Salary or Wages		
Accident Compensation Earnings		
Unemployment or other income tested benefits		
Family Care Payments from Social Welfare		
Schedular Payments (formerly 'Withholding Payments')		
National Superannuation		
Other NZ Pensions, annuities and superannuation		
Rents		
Income from Estate/Trust/Partnership		
Income from sale of Land/Business		
Income from sale of Shares		
Any other income		

- ii) Are you entitled to any of the following rebates.
Have you paid any school fees or donations?

Charitable donations/school fee donation (attach receipts over \$5)

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As from 1 April 2011 there have been significant changes to the types of income that need to be included in calculating your Working for Families Tax Credits.

We will need details of the following if applicable:

- Attributable Trustee Income (Settlers) -----
- Attributable fringe benefits (Shareholder Employees) -----
- PIE Income -----
- Passive Income of Children (Over \$500/child) -----
- Income of non-resident spouse -----
- Tax exempt Salary or Wages -----
- Pensions and Annuities -----
- Other payments over \$5,000 used
for day to day living expenses -----
- Income equalisation scheme deposits
(excludes "adverse events" deposits) -----

- iii) Working for Families details, because of law changes you may be entitled to this:

<u>Names of Children</u>	<u>Dates of Birth</u>	<u>IRD Number</u>
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If you have any questions about any of the above please ring your relevant Balance Accounting Taranaki staff contact. Alternatively you can visit www.ird.govt.nz and follow the Working for Families Tax Credit links.

X Are you a trustee of an Overseas Trust or Estate? Yes / No

If so please provide details of the Trust