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

ANNUAL FINANCIAL STATEMENTS QUESTIONNAIRE for the 2024 YEAR

admin@batltd.co.nz

06 927-3173

Client	Name	:
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Address :

Cell Phone Number:

Phone No:

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

				lf 'Yes'
1	Do any deposits in the Bank Statements not relate to Sales	Yes	No	answer
2	Did you have any sales proceeds not deposited to business bank account?			В
3	Do you have any expenses not paid from Business Bank Account?			С
4	Do you carry Inventory or have Work in Progress?			D
5	Did you have any Accounts Payable (creditors) as at balance date?			E
6	Did you have any Accounts Receivable (debtors) as at balance date?			F
7	Did you have any cash or floats on hand at balance date?			G
8	Did the Business/Trust receive any Interest or Dividends during the year?			Н
9	Have you purchased or disposed of any Business/Trust assets during the year			I
10	Did you have any Loans, Hire Purchase or Lease Agreements during the year?			J
11	Do you want to claim a Home Office Allowance?			ĸ
12	Did you incur any costs which have a private use component?			L
13	Did you incur any entertainment expenses?			Μ
14	 What accounting systems have you used during this financial year? A complete computerised accounting package A manual system or no system Balanced Accounting process my transactions internally during the year 			N 0 -
15	Other business information			P
16	Are you registered for GST?			Q
17	Did you buy or sell a business, Real Estate or Investments during the year?			R
18	Did you receive any foreign income or incur foreign expenses?			S
19	Are you completing this questionnaire for a Trust?			_ т
20	IN ALL CASES; PLEASE COMPLETE - General - Personal Tax return information			UV

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

В Sales not Banked?

Have all sale proceed	Is been deposited to the business bank account?	Yes/No
If no, list date, value a	and where sales have been banked.	
Date	Where Banked	<u>Amount</u>

С **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

(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)

Ε 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

\$

\$

Yes/No

Amount

Ψ	

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

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, eftpos) at balance date were	\$
-	Total cash floats at balance date were :	\$
-	Total petty cash on hand at balance date was :	\$

Н i) Interest and Dividends

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

Name of Bank, Firm, Company, etc	<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.

L Assets

Please provide the following records:

Purchases

urchases	Enclosed
- A detailed list of any assets purchased during the year including	
the date purchased, purchase price (GST inclusive) and advis-	
ing if the asset purchased was new or second hand	

- Copies of invoices for any assets over \$1,000 in value

Sales

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

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

Enclosed	N/A
	T

N/A

- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

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

Ν **Computerised Accounting Systems**

What system are you using?

Please provide the following records:

Loans, Hire Purchase and Lease Agreements

- 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

Κ **Home Office Allowance**

J

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 :	<u>m²</u>
The total floor area used for business purposes is :	<u>m²</u>

Business Portion of Expenses L

Please provide the business use percentage for the following expenses and attach further details if required. <u>%</u> Subscriptions Motor Vehicle Expenses* %

·		•	
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.

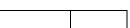
Μ **Entertainment Expenses**

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 quest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime

Enclosed	N/A

Enclosed N/A



System

Please provide the following records:

- A USB stick for your financial year (if available)
- 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
- Bank Statements for the full year

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)
- Bank Statements for the full year

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

- 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

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

Q 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

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

R 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

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NI/A

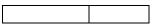
Enclosed

Enclosed	N/A

Enclosed	N/A

N/A

Enclosed



6

S 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

T Trusts

Please provide the following records:

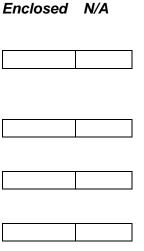
- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and 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

U General (to be completed in all cases)

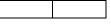
Please supply the following information :

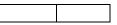
- 1 Copies of all Insurance/Work Place Accident Insurance/ACC invoices
- 2 Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000
- 3 Details of any **Contingent Liabilities** or future commitments (including lease commitments), for example guarantees provided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

Enclosed N/A



Enclosed	N/A







	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			
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	Account number

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

	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		
you optitled to any of the following repates		

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

V

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

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

If so please provide details of the Trust