

2020 Financial Statements Questionnaire



Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2020	Fax:	
		Email:	

Please advise us of any changes

Instructions / Authorisation for True North Chartered Accountants Limited

I/We instruct True North Chartered Accountants Limited to prepare my/our financial statements and/or tax return for the 2020 financial year.

I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements or tax return insofar as third parties are concerned.

Authorisation to obtain information subject to the Privacy Act

I authorise True North Chartered Accountants Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature _____ Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
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:	

RECORDS REQUIRED		Comment
1. Major Changes	<input type="checkbox"/>	N/A
Has the nature of your business changed in any way during the past 12 months? If yes, please note details and provide supporting documentation.		
2. Bank Statements, Cheque butts, Cash books, etc		
Where no Cashbook is supplied, please provide and include one month past balance date: <ul style="list-style-type: none"> ▪ 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 ▪ Suppliers' invoices filed in cheque number order 	<input type="checkbox"/>	

<p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none">▪ Cashbook, written up, analysed and reconciled to the bank statements monthly▪ Bank statements including any savings account or term deposit▪ Cheque & Deposit books showing the nature of each payment/deposit <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none">▪ USB drive backup 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 <p>Users of Xero:</p> <ul style="list-style-type: none">• Ensure that you have provided us with an invitation to your Xero account.• Please notify us when you have finished processing transactions and reconciling balances so that we can review the coding and print end of year information and reports.▪ Final Bank Statement for year for all bank accounts	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	
3. Proceeds banked		
<p>Were all sales banked into your business trading bank account?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and where they were lodged:</p>		<p>Personal \$ _____</p> <p>Business \$ _____</p> <p>Other Bank A/C's \$ _____</p>
4. Out of Pocket Expenses	<input type="checkbox"/>	N/A
<p>Please provide details of any business expenses paid from private sources during the year: (i.e. not paid out of your business bank account) – supply receipts where possible.</p>		
5. Private Use	<input type="checkbox"/>	N/A
<p>Value of goods taken for private use at their cost price.</p>		\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
6. Cash on Hand	<input type="checkbox"/>	N/A
<p>*Cash on Hand \$ _____ Date banked __/__/__ Petty Cash \$ _____ Till Floats/Cash Floats \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date)</p>		
7. Goods & Services Tax (GST) Returns	<input type="checkbox"/>	N/A
<p>Please supply copies of Goods & Services Tax (GST) returns and work papers (unless we complete your GST returns).</p>		
8. Loan Statements	<input type="checkbox"/>	N/A
<p>Please supply:</p> <ul style="list-style-type: none">• details of any increases/decreases in mortgage/loan balances, changes in security, alterations to repayment term and current interest rates, year-end balance; and / or• copies of bank loan statements for the year		

9. Hire Purchase Statements	<input type="checkbox"/>	N/A
Please provide: <ul style="list-style-type: none"> • copies of any hire purchase agreements entered into during the year; • copies of the associated sales invoice and details of any trade in. 		
10. Employers – Wages paid to Employees	<input type="checkbox"/>	N/A
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 Schedules (IR 348).	<input type="checkbox"/> <input type="checkbox"/>	
11. Fringe Benefit Tax (FBT) Returns	<input type="checkbox"/>	N/A
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
12. Interest and Dividend Certificates	<input type="checkbox"/>	N/A
Supply copies of interest and dividend certificates (including shares in lieu and bonus issues).		
13. Other Income	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> • Details of any other income, e.g. rent, royalties, share of partnership / trust / estate income, overseas income (Complete Rental Income Schedule B or attach details) 		
14. Accounts Receivable (Debtors) – see Schedule 1	<input type="checkbox"/>	N/A
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 <u>prior</u> to balance date.		Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
15. Accounts Payable (Creditors) – see Schedule 2	<input type="checkbox"/>	N/A
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 <input type="checkbox"/> Excluded <input type="checkbox"/>
16. Stock on Hand	<input type="checkbox"/>	N/A
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 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).	<input type="checkbox"/>	Valued at lower of: <ul style="list-style-type: none"> ▪ cost ▪ net realisable value ▪ market value \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>

<p>Work in Progress</p> <p>Include material costs, labour costs and overhead costs.</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<p>Prepayments received</p> <p>This includes accounts that are in credit, deposits received or any payments for services not performed or goods not supplied at balance date.</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<p>17. Fixed Assets Purchased and Sold</p>	<input type="checkbox"/>	<p>N/A</p>
<p>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:</p> <ul style="list-style-type: none"> ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices 	<input type="checkbox"/>	
<p>18. Legal Documents</p>	<input type="checkbox"/>	<p>N/A</p>
<p>Please provide copies of all of the following (where applicable):</p> <ul style="list-style-type: none"> • Legal invoices • Solicitor trust account statements • Sale and purchase agreements for all property/business transactions • Gifting documentation • Settlement statements 	<input type="checkbox"/>	
<p>19. Business Expenses</p>	<input type="checkbox"/>	<p>N/A</p>
<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"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 	<input type="checkbox"/>	
<p>20. Entertainment, Travel & Gifts</p>	<input type="checkbox"/>	<p>N/A</p>
<p>Please provide details of business expenditure in New Zealand on food, beverages and recreation and any transport or accommodation related to these. This rule also applies to gifts of food and beverage, including vouchers.</p> <p>Have GST adjustments for non-deductible entertainment/gifts been made during the year?</p> <p>If yes, please supply details (amount, GST return period where made, how accounted for).</p> <p>Please provide details of overseas travel and accommodation. Please advise if there was a personal element and to what degree:</p> <p>Trip Number of days _____</p> <p>Number of Personal days _____</p>	<input type="checkbox"/>	<p>YES / NO</p>

21. Motor Vehicles – Sole Traders	<input type="checkbox"/>	N/A
<p>There are two options for claiming motor vehicle expenses when you are a Sole Trader:</p> <p>1.Keeping a log book for a period of three months to ascertain the portion of your motor vehicle expenses that is business related. This percentage will then be used for the next three years at which time a new log book may need to be kept. Please check that your current business percentage is still valid.</p> <p>Log kept from _____ to _____ to cover three years ending _____</p> <p>Please advise the private portion of vehicle usage: _____ %</p> <p>If you have not kept a log book for any vehicle which has private use the maximum deduction is 25% of the expenditure for that vehicle. You should keep appropriate records to support your claim.</p> <p>2.Alternatively you can claim the kms travelled for business. We need you to provide: Total kms travelled for that vehicle during 01/04/19-31/03/20 _____ Business kms travelled for that vehicle during 01/04/19-31/03/20 _____ If you are GST registered have GST adjustments been made for private use during the year? If yes, please supply details:</p>		
22. Motor Vehicles - Companies	<input type="checkbox"/>	N/A
<p>Please provide the number of days your vehicle was not available for Private Use _____ E.g. You were out of town/overseas or the vehicle was being serviced and you were unable to use the vehicle</p>		
23. Home Office Expenses	<input type="checkbox"/>	N/A
<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: _____ m² Total Area of House & Workshop: _____ m²</p> <p>Power \$ _____ Insurance (Building & Contents) \$ _____ Interest/Rent \$ _____ Rates \$ _____ Repairs & Maintenance \$ _____ Other \$ _____ Total \$ _____</p>		
24. Company Administration	<input type="checkbox"/>	N/A
<p>Please provide details and/or associated documentation for each question answered yes:</p> <p>Have any share transfers taken place during the year?</p>		<p>YES / NO</p>

Are any share transfers likely to take place in the coming year? (This could affect the company's imputation credit account and / or Qualifying Company status.)		YES / NO
Have there been any changes in Directors during the year?		YES / NO
Have any Directors had an interest in contracts entered into by the company?		YES / NO
If yes, has this been entered in the Interests Register? (Please provide a copy of the Interests Register if True North Chartered Accountants are not the registered office.)		YES / NO
Are any vehicles available for private use and / or have other benefits been provided to Directors, Shareholders and Employees?		YES / NO
25. Trust Administration	<input type="checkbox"/>	N/A
Please provide details and/or associated documentation for each question answered yes:		YES / NO
Have there been any capital or income distributions to beneficiaries during the year?		YES / NO
Have any gifts been received by the Trust during the year (cash, assets or forgiveness of debt)?		YES / NO
Have there been any changes in Trustees during the year? (These need to be communicated to Inland Revenue if the Trust is GST registered and are relevant if the Trust owns shares in a Qualifying Company).		YES / NO
Have there been any variations to the Trust Deed, resettlements or other major changes to Trust arrangements during the year?		YES / NO
Have there been any changes to policies for the management / administration of the Trust assets?		YES / NO
Have any assets or investments been purchased / transferred from the settlor(s) to the Trust during the year?		YES / NO
Have any other assets / investments other than those listed above been purchased or sold by the Trust during the year?		YES / NO
Have any advances or loans been made to or from the Trust during the year?		YES / NO
Have any other major Trust transactions / events occurred during the year?		YES / NO
26. Personal Tax Returns	<input type="checkbox"/>	N/A
Where we prepare your personal income tax returns, please complete the separate Individual Income Schedule A with full details of all personal income (such as salary, wages, interest, dividends, rental income); deductible expenses (such as commissions, loss of income insurance, interest on loans used to acquire personal investments etc.); and other information listed.		

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

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31 March 2020

Client Name	
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[illegible]

Totals	
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Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at 31 March 2020

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

Totals	
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