

# Financial Statements Questionnaire –

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: Business Plus One Ltd

**Terms of Engagement**

I/We hereby instruct you Business Plus One Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending ..... 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.

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<sup>th</sup> 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

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.

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:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	
_____	
_____	
_____	
_____	
_____	
_____	

Records Required	✓	Comment
<b>Employer – Wages paid to Employees</b>		
Please send a month by month summary of gross wages and PAYE deductions as returned to the IRD <b>OR</b> Send a copy of your Employer Monthly Deduction Schedules (IR 348). Supply details of any allowance made for employees boarding / renting a house on the property.	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Final Bank Statement</b>		
Supply a copy of your bank statement, including any savings, call or term deposit account, dated ..... or spanning this date.	<input type="checkbox"/>	
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year including up to your balance date.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.  <b>Note:</b> Include any dairy statements, which are receivables in the month following balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
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.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Cash Income Not Banked During Year</b>		
Proceeds received but not paid into your bank account or stock firm.	<input type="checkbox"/>	Details: _____ \$ _____ _____ \$ _____
<b>Capital Expenditure</b>		
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> 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.	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Records Required	✓	Comment
<b>Development Expenditure</b>		
<p>Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.</p> <p>Please provide full details if you have undertaken any work of this type.</p>	<input type="checkbox"/>	
<b>Legal and Loan Documents</b>		
<p>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.</p>	<input type="checkbox"/>	
<b>Business Expenses</b>		
<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"> <li>▪ Insurance premiums</li> <li>▪ Legal fees</li> <li>▪ ACC payments and arrangements</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Farm House Expense Apportionment (including any attached garage / storage space)</b>		
<p>Please provide the following details:</p> <p>Area of house (msq / sqft)</p> <p>Area dedicated for business purpose (msq / sqft)</p> <p>Area of house with mixed use – used for both business and private purpose (msq / sqft)</p> <p>Time of mixed use area used for business purpose %</p>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <span style="float: right;">%</span>
<b>Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet</b>		
<p>A schedule has been enclosed. Please complete and attach.</p> <p>If applicable a copy of last year's Livestock Schedule is enclosed for your information.</p>	<input type="checkbox"/> <input type="checkbox"/>	



Records Required	✓	Comment																		
<b>Private Use</b>																				
Value of goods taken for private use at their cost price (excluding livestock).  <table border="0"> <tr> <td><b>Goods taken for own use</b></td> <td><b>Quantity</b></td> <td></td> </tr> <tr> <td>Sheep</td> <td>_____</td> <td></td> </tr> <tr> <td>Cattle</td> <td>_____</td> <td></td> </tr> <tr> <td>Pigs</td> <td>_____</td> <td></td> </tr> <tr> <td>Milk</td> <td>_____</td> <td></td> </tr> <tr> <td>Other</td> <td>_____</td> <td></td> </tr> </table>	<b>Goods taken for own use</b>	<b>Quantity</b>		Sheep	_____		Cattle	_____		Pigs	_____		Milk	_____		Other	_____		<input type="checkbox"/>  <input type="checkbox"/>	\$ _____  GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Goods taken for own use</b>	<b>Quantity</b>																			
Sheep	_____																			
Cattle	_____																			
Pigs	_____																			
Milk	_____																			
Other	_____																			
<b>Expenses paid in Cash or from Personal Funds</b>																				
Please provide a list if applicable  How many meals have you provided to contractors? (morning / afternoon tea = 1/2)	<input type="checkbox"/>  <input type="checkbox"/>	Quantity _____																		
<b>Residential Land Withholding Tax</b>																				
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.	<input type="checkbox"/>																			
<b>Residential Property Sales</b>																				
Have you sold any residential property during the year (not otherwise detailed on the information provided)?  If yes, when was the property purchased?  If it was purchased with 5 years of the sale date, <ul style="list-style-type: none"> <li>• what was the original purchase price</li> <li>• and the sale price?</li> </ul>	<input type="checkbox"/>	_____ \$ _____ _____ _____																		
<b>Research and Development</b>																				
If this entity is a company, have you spent significant amounts on research and development during the income year? If so, provide ledger accounts and details of expenditure	<input type="checkbox"/>																			
<b>Motor Vehicles</b>																				
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: <table border="0"> <tr> <td>Vehicle Description _____</td> <td>Vehicle Description _____</td> </tr> <tr> <td>Business _____ km</td> <td>Business _____ km</td> </tr> <tr> <td>Total _____ km</td> <td>Total _____ km</td> </tr> <tr> <td>Percentage Business _____ %</td> <td>Percentage Business _____ %</td> </tr> </table> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:            _____            _____</li> </ul>		Vehicle Description _____	Vehicle Description _____	Business _____ km	Business _____ km	Total _____ km	Total _____ km	Percentage Business _____ %	Percentage Business _____ %	<input type="checkbox"/>										
Vehicle Description _____	Vehicle Description _____																			
Business _____ km	Business _____ km																			
Total _____ km	Total _____ km																			
Percentage Business _____ %	Percentage Business _____ %																			

**Mixed Use Holiday Home**

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes  No

If yes, provide details of property: \_\_\_\_\_  
\_\_\_\_\_

Was the property empty for 62 days in the income year? Yes  No   
If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income 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 entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: \_\_\_\_\_

Relationship to owner (if any): \_\_\_\_\_

Amount of rent they paid: \$ \_\_\_\_\_

Dates rented (From: To) \_\_\_\_\_

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**

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  No

If yes, provide details:

Description: \_\_\_\_\_

Market value: \$ \_\_\_\_\_

Was the asset unused for 62 days in the income year? Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Boat or Plane – Information Required**

The number of days the asset was **unused** during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income 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 entity owning the property

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 all expenses will be required):

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  
Don't forget to sign it**

# Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at \_\_\_\_\_

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

<b>Totals</b>	
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# Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at \_\_\_\_\_

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

<b>Totals</b>	
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## Schedule 3 Livestock – Cattle Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description					Total Number of Cattle as at
<b>Beef Breeds and Beef Crosses</b>					
Rising one year heifers					
Rising two year heifers					
Mixed age cows					
Breeding Bulls					
Rising one year	Steers:		Bulls:		
Rising two year	Steers:		Bulls:		
Rising three year	Steers:		Bulls:		
<b>Friesian and Related Breeds, Jersey and other dairy breeds</b>					
Rising one year heifers					
Rising two year heifers					
Mixed age cows					
Breeding Bulls					
Rising one year	Steers:		Bulls:		
Rising two year	Steers:		Bulls:		
Rising three year	Steers:		Bulls:		
<b>TOTAL</b>					
Deaths and Losses					
Natural Increase					
Peak Milking Cow Numbers for the last season					
Effective Milking Hectares for the last season					

## Schedule 3 Livestock – Sheep Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep as at
<b>Sheep</b>	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
<b>TOTAL</b>	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	

<b>Wool</b>	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

## Schedule 3 Livestock – Deer Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Deer as at
<b>Red Deer, wapiti, elk and related crossbreeds</b>	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
<b>TOTAL</b>	
Fawns bred during the year	
Deaths and Losses	

## Schedule 3

### Livestock – Pig Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Pigs as at
<b>Pigs</b>	
Weaners under 10 weeks	
Growing pigs 10-17 weeks	
Growing pigs over 17 weeks	
Breeding sows under 1 year	
Breeding sows over 1 year	
Breeding Boars	
<b>TOTAL</b>	
Piglets bred during the year	
Deaths and Losses	

### Schedule 3 Livestock – Ostrich and Emu Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Ostriches/Emus as at
<b>Ostriches / Emus</b>	
Chicks	
Breeding and yearling birds	
Breeding birds – adults	
<b>TOTAL</b>	
Chicks bred during the year	
Deaths and Losses	

## Schedule 3 Livestock – Goat Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Goats as at
<b>Angora and Angora Crosses (Mohair producing)</b>	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non-breeding)/wethers over one year	
Breeding bucks	
<b>TOTAL</b>	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at
<b>Other Fibre and Meat Producing Goats (Cashmere or Cashgora producing)</b>	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non breeding)/wethers over one year	
Breeding bucks	
<b>TOTAL</b>	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at
<b>Milking (dairy) Goats</b>	
Rising one year does	
Does over one year	
Breeding bucks	
Other dairy goats	
<b>TOTAL</b>	
Deaths and Losses	
Goats bred during the year	

### Schedule 3 Livestock – Numbers Reconciliation

Ensure this is completed and included with your records

Client Name	
Balance Date	

<b>Cattle</b>	
Opening Stock Numbers	_____
Add: Purchased during year	_____
Calves Bred	_____
	Sub Total (A) _____
Deduct: Total Cattle sold	_____
Closing Stock Numbers	_____
Known Deaths and Killed	_____
	Sub Total (B) _____
Unaccounted for and Missing (A-B)	=====

<b>Sheep</b>	
Opening Stock Numbers	_____
Add: Purchased during year	_____
Lambs Bred/Docked	_____
	Sub Total (A) _____
Deduct: Total Sheep Sold	_____
Closing Stock Numbers	_____
Sheep Killed	_____
Known Deaths	_____
	Sub Total (B) _____
Unaccounted for and Missing (A-B)	=====

<b>Deer</b>	
Opening Stock Numbers	_____
Add: Purchased during year	_____
Fawns Bred	_____
	Sub Total (A) _____
Deduct: Total Deer Sold	_____
Closing Stock Numbers	_____
Deer Killed	_____
Known Deaths	_____
	Sub Total (B) _____
Unaccounted for and Missing (A-B)	=====