

**ANNUAL QUESTIONNAIRE 2018
 (Company)**

Insert entity name:

Postal Address:

Please Note:

We cannot prepare your Financial Statements unless this questionnaire is completed and signed.

Your Annual Balance Date is 30 April 2018. Detailed below is a list of documents and schedules, which we require to complete your Annual Financial Statements and Tax Returns. Please pay particular attention to whether items are GST inclusive or exclusive, and include full workpapers and schedules for stock on hand, work-in-progress, accounts receivable (debtors) and accounts payable (creditors).

If you have a query when completing this questionnaire please phone us for assistance.

Please tick Yes if the item is relevant or N/A if it is not applicable.

	Yes	N/A
1. <u>Cash on Hand (at close of trading on balance date)</u> Advise monies received on 31st March 18 not banked until April 18 \$ till float \$ petty cash float \$	<input type="checkbox"/>	<input type="checkbox"/>
2a. <u>Bank Statements</u> If we prepare your GST returns we will only require the bank statement showing your 30 April 2018 account balance.	<input type="checkbox"/>	<input type="checkbox"/>
If your bank accounts are linked to Banklink, MYOB or Xero we only require a bank statement showing the balance at 30 April 2018.	<input type="checkbox"/>	<input type="checkbox"/>
By checking the sequence ensure all bank statements for all business accounts covering the financial year are available.	<input type="checkbox"/>	<input type="checkbox"/>
2b. <u>Savings Bank Records</u> If there are any business transactions made through these accounts during the year please enclose all savings accounts statements. Ensure these business transactions are described clearly.	<input type="checkbox"/>	<input type="checkbox"/>
2c. <u>Payments/Cheque Butts (if used)</u> If applicable, ensure all butts covering the financial year are available and show clearly the nature of the purchases and who was paid .	<input type="checkbox"/>	<input type="checkbox"/>

Please tick Yes if the item is relevant or N/A if it is not applicable.

	Yes	N/A										
<p>2d. <u>Lodgement Butts/Deposit slips (if applicable)</u></p> <p>Ensure all butts covering the financial year are available and show clearly the nature of the deposit (e.g. "sales", "transfer from savings account", "tax refund" etc). This enables us to separate the taxable and non-taxable income.</p>	<input type="checkbox"/>	<input type="checkbox"/>										
<p>2e. <u>Automatic Payments</u></p> <p>Please ensure automatic payments clearly show the nature of the payment. A description on the bank statements or a schedule showing all payments for the year is necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>										
<p>3a. <u>Accounts Receivable (Debtors) (GST Inclusive)</u></p> <p>Provide a schedule of debtors showing names, amounts owing to you at balance date and the age of each debt outstanding.</p>	<input type="checkbox"/>	<input type="checkbox"/>										
<p>3b. <u>Bad Debts (GST Inclusive)</u></p> <p>Prepare a schedule of accounts receivable written off as being unable to be collected during the year. (Do not include these in 3a above)</p>	<input type="checkbox"/>	<input type="checkbox"/>										
<p>3c. <u>Barter Card</u></p> <p>Provide barter card statements covering the financial year.</p>	<input type="checkbox"/>	<input type="checkbox"/>										
<p>4. <u>Stock on Hand (GST Exclusive)</u></p> <p>Prepare a schedule of stock on hand at balance date and value the stock at the lower of cost to you (includes freight and insurance incurred in bringing the stock to its present location) or market value if this is lower than cost. It is important that the schedule is detailed as to description, quantity and values of stock. (Do not include GST)</p> <p>Estimates are no longer acceptable to IRD.</p> <p>If your turnover does not exceed \$1,300,000 you are permitted to use the value of opening stock as being the value of closing stock provided that the true value of closing stock is reasonably estimated to be less than \$10,000.</p>	<input type="checkbox"/>	<input type="checkbox"/>										
<p>5. <u>Work in Progress (GST Exclusive)</u></p> <p>For jobs you have partly or fully completed at balance date, but not charged out or included in accounts receivable (i.e. 3a above) prepare a schedule of the jobs showing:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) Cost of materials up to balance date</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>(b) Cost of direct labour of employees up to balance date</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>(c) Direct overheads applicable</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>(d) Less: any progress payments received up to balance date</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>= Value of work in progress</td> <td style="text-align: right;">\$</td> </tr> </table>	(a) Cost of materials up to balance date	\$	(b) Cost of direct labour of employees up to balance date	\$	(c) Direct overheads applicable	\$	(d) Less: any progress payments received up to balance date	\$	= Value of work in progress	\$	<input type="checkbox"/>	<input type="checkbox"/>
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(c) Direct overheads applicable	\$											
(d) Less: any progress payments received up to balance date	\$											
= Value of work in progress	\$											
<p>6. <u>Fixed Assets</u></p> <p>Prepare a schedule of assets purchased or sold during the financial year showing date purchased/sold, new or used and amount. Please ensure invoices are enclosed. Please review your previous year's depreciation schedule when considering assets either sold or in a state that they can no longer be used.</p>	<input type="checkbox"/>	<input type="checkbox"/>										

Please tick Yes if the item is relevant or N/A if it is not applicable.

	Yes	N/A
<p>7a. <u>Accounts Payable (Creditors) (GST Inclusive)</u></p> <p>Prepare a schedule of accounts payable showing to whom you owe money, nature of purchase (e.g. electricity, materials, vehicle expenses etc) and amounts at balance date i.e. accounts not paid by balance date. Please include PAYE due for April 2018 (paid in May 2018) if applicable.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7b. <u>Suppliers' Invoices</u></p> <p>Ensure all invoices for purchases and expenses covering the financial year are available. We refer to these when there is insufficient detail on your records.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7c. <u>GST Returns</u></p> <p>Enclose your GST returns and working calculations so we can make necessary adjustments in your accounts for GST apportionments between business and private use etc. (Not required if we prepare your GST returns)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7d. <u>FBT Returns</u></p> <p>Enclose your Fringe Benefit Tax returns and work file. (Not required if we prepare your FBT returns)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. <u>Hire Purchase and Lease</u></p> <p>If an asset is purchased on hire purchase or leased we must have a copy of the tax invoice and the agreement from the finance company. This tells us the cost of the assets purchased and traded in, and enables us to apportion interest to the years over which repayments are made.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. <u>Term Loan and Mortgage Statements</u></p> <p>Enclose term loan and mortgage statements relating to your business for the full year showing repayments, interest charges, and the closing balance as at balance date.</p> <p>If you are eligible to claim a portion of interest paid on home loans because of a "home office" claim (see note 17) then also include the relevant statements.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>10. <u>Vehicle Log Book</u></p> <p>A log book need not be kept where a <u>company-owned</u> vehicle is available for private use by an employee or shareholder-employee, as Fringe Benefit Tax is payable to account for the private use portion.</p> <p>If you purchased a vehicle in 2017-2018 year a log book is an alternative option. Please provide the log book.</p> <p>An employee's privately-owned vehicle for which a reimbursement from the company is sought for the business use must have a log book to record the business kilometres for the whole year.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>11. <u>Day Book and Petty Cash Book</u></p> <p>Enclose these if you use either or both.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. <u>Solicitors Statements</u></p> <p>These are required to give us a breakdown of any sale or purchase through your solicitor e.g. money borrowed and used to buy a business, new asset, property transactions etc.</p> <p>If you have a valuation report available for a business property purchased please enclose this also.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick Yes if the item is relevant or N/A if it is not applicable.

	Yes	N/A
<p>20. <u>Changes</u></p> <p>(i) If during the year you had any changes in the nature of your business or your income give brief details below:</p> <p>-----</p> <p>-----</p> <p>(ii) Please advise us if there has been:</p> <p>a) a change in shareholders during the year <input type="checkbox"/></p> <p>b) a change of company directors <input type="checkbox"/></p> <p>c) a change in the shareholders/directors personal address <input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>21. <u>Property Transactions</u></p> <p>Advise details of any business property you have purchased or sold. We need the relevant solicitors statements, sale & purchase agreement and valuation report if done.</p> <p>Did you sell any properties during the period 1 May 2017 to 30 April 2018? On sale did your lawyer complete an IR833 return? Please provide copies of any returns.</p> <p>Please contact us if you are proposing to subdivide or sell land, whether business or private, as there may be unexpected tax and GST implications.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>22. <u>Contingent Liabilities</u></p> <p>If you have any contingent liabilities (e.g. legal claim against your business) at balance date write brief details below:</p> <p>Name of creditor: -----</p> <p>Estimated amount of debt: \$ -----</p> <p>Estimated future date of realisation of debt: -----</p> <p>Description of the liability: -----</p> <p>-----</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>23. <u>Capital Expenditure</u></p> <p>If at balance date you have entered into a contract to purchase an asset at a future date write brief details below:</p> <p>Name of supplier of asset: -----</p> <p>Amount of expenditure: \$ -----</p> <p>Future date of expenditure: -----</p> <p>Description of the asset to be purchased: -----</p> <p>-----</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<u>OTHER INCOME</u>		
<p>24. <u>Wages (Personal)</u></p> <p>Please note that we will have your summary of earnings from Inland Revenue relating to Wages, Superannuation, Accident Compensation, Family Support etc received during the year.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>25. <u>Interest (Company and Personal)</u></p> <p>Provide details of interest received on all investments and bank accounts.</p> <p>Please ensure that all interest certificates are enclosed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

Please tick Yes if the item is relevant or N/A if it is not applicable.

	Yes	N/A												
<p>26. <u>Dividends (Company and Personal)</u></p> <p>i) Please ensure that all dividend certificates are enclosed.</p> <p>ii) Provide a schedule of all share investments held by you as at 30 April 2018.</p> <p>iii) Provide us with the details of any share investments bought or sold during the financial year.</p> <p>If you know the market value of your share investments on 1 May 2017 and on 30 April 2018 please provide these details. You can obtain this information from your investment advisor.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
<p>27. <u>Rental Income (Company and Personal)</u></p> <p>Provide details of rental income and expenditure, including statements from real estate firms if they act as your property manager. If applicable please provide a copy of the Body Corporate Maintenance Fund account Provide us with copies of any sale and purchase agreements and associated legal statements for all rental property transactions during the financial year.</p>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>28. <u>PIE Income</u></p> <p>Please attach all annual PIE tax statement advices - we will determine whether this income needs to be included in your tax return. NOTE: This may include investments in superannuation schemes if the scheme has elected to be a PTRE (Portfolio Tax Rate Entity).</p>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>29. <u>Interest in a Foreign Company or Unit Trust</u></p> <p>If you hold shares in a foreign company or unit trust please provide a list and values as at 30 April 2018 together with any dividend certificates. Significant changes have been made to the taxation of shares or units held in foreign companies and unit trusts. These changes mean more people will now be subject to the Foreign Investment Fund (FIF) rules. If the FIF rules apply you will no longer be taxed solely on dividends received from these entities.</p>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>30. <u>Deductible Expenses</u></p> <p>Please attach details of expenses incurred in earning income (eg commissions, loss of income insurance, interest on loans used to acquire investments etc.)</p>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>31. <u>Investment Trusts</u></p> <p>Please provide us with copies of all gift statements, deeds of acknowledgement of debt and minutes prepared by your solicitor.</p>	<input type="checkbox"/>	<input type="checkbox"/>												
<p>32. <u>Losses from Look Through Companies (LTC)</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Company</th> <th style="width: 30%;">Shareholding</th> <th style="width: 40%;">Loss</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"> </td> <td style="background-color: #e0e0e0;"> </td> <td style="background-color: #e0e0e0;">\$</td> </tr> <tr> <td style="background-color: #e0e0e0;"> </td> <td style="background-color: #e0e0e0;"> </td> <td style="background-color: #e0e0e0;">\$</td> </tr> <tr> <td style="background-color: #e0e0e0;"> </td> <td style="background-color: #e0e0e0;"> </td> <td style="background-color: #e0e0e0;">\$</td> </tr> </tbody> </table>	Company	Shareholding	Loss			\$			\$			\$	<input type="checkbox"/>	<input type="checkbox"/>
Company	Shareholding	Loss												
		\$												
		\$												
		\$												

Please tick Yes if the item is relevant or N/A if it is not applicable.

	Yes	N/A												
<p>39. In Work Tax Credit (only applies if you have dependent children)</p> <p>As an employee or in self-employment you can get an in work tax credit if you work for at least:</p> <ul style="list-style-type: none"> • 30 hours each week as a couple, or • 20 hours each week as a sole parent • Have dependent children in your care <p>Please advise the following:</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">PRINCIPAL CARER</td> <td style="text-align: center;">SPOUSE</td> </tr> <tr> <td>No of hours worked per week</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td>No of weeks worked</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td>No of dependent children</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> </table>		PRINCIPAL CARER	SPOUSE	No of hours worked per week	[REDACTED]	[REDACTED]	No of weeks worked	[REDACTED]	[REDACTED]	No of dependent children	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
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No of weeks worked	[REDACTED]	[REDACTED]												
No of dependent children	[REDACTED]	[REDACTED]												
<p>40. Emails</p> <p>For our records could you please confirm your email address, if you would like to receive our newsletter via email and the format you wish to receive your annual reports.</p> <p>Email address [REDACTED]</p> <p>Newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No</p>														
<p>41. Financial Statements & Tax Reports</p> <p>Please tell us if you would like to receive a bound copy of your financial statements and tax returns or an electronic copy?</p> <p>Bound copy <input type="checkbox"/></p> <p>Electronic <input type="checkbox"/></p>														

Insert entity name:

Overseas Income Questionnaire

	Yes	No
1. Did you have or do you have:		
an overseas current/cheque account	<input type="checkbox"/>	<input type="checkbox"/>
an overseas call account/money market account	<input type="checkbox"/>	<input type="checkbox"/>
an overseas fixed term deposit	<input type="checkbox"/>	<input type="checkbox"/>
an overseas debit/credit card	<input type="checkbox"/>	<input type="checkbox"/>
an overseas mortgage/loan	<input type="checkbox"/>	<input type="checkbox"/>
overseas bonds/notes/other financial arrangements	<input type="checkbox"/>	<input type="checkbox"/>
shares in a foreign company/units in a foreign unit trust	<input type="checkbox"/>	<input type="checkbox"/>
a foreign portfolio with a portfolio manager or bank	<input type="checkbox"/>	<input type="checkbox"/>
a foreign pension/provident/superannuation fund	<input type="checkbox"/>	<input type="checkbox"/>
a foreign annuity	<input type="checkbox"/>	<input type="checkbox"/>
a foreign life insurance/assurance policy	<input type="checkbox"/>	<input type="checkbox"/>
ownership/interest in an overseas property	<input type="checkbox"/>	<input type="checkbox"/>
holdings in gold (physical or units)	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you receive or do you receive:		
overseas interest	<input type="checkbox"/>	<input type="checkbox"/>
overseas dividends	<input type="checkbox"/>	<input type="checkbox"/>
an overseas pension/annuity (including lumpsums)	<input type="checkbox"/>	<input type="checkbox"/>
overseas business income/self employment income/ consultancy or contract income	<input type="checkbox"/>	<input type="checkbox"/>
overseas rental income	<input type="checkbox"/>	<input type="checkbox"/>
a distribution from an overseas Trust or similar entity (whether capital or income)	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you have or do you have an interest in any off-shore entity as a:		
Director, Member, Founder, Trustee, Protector, Appointer, Settlor or Beneficiary (vested or discretionary).	<input type="checkbox"/>	<input type="checkbox"/>
This includes entities without separate legal personality such as Partnerships, Joint Ventures, Trust and Estates, and entities with separate legal personality, such as Foundations, Establishments (Anstalten), Incorporated Estates (Stiftungen), Corporations, Limited Partnerships and Companies		

If you have ticked 'yes' to any of the above questions please provide the relevant information including balances and statements with your annual records.

TERMS OF ENGAGEMENT

I/we confirm that I/we have examined all the matters mentioned above and provided you with all the relevant details as requested. I/we hereby instruct you to prepare my/our financial statements and tax returns for which I/we acknowledge I/we will be charged on a time and cost basis, and that the terms of the engagement letter and terms of credit are confirmed as per the original Engagement letter I/we signed when we became a client.I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.50% per month,and that all accounts are due for payment by the 20th 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.You are to represent me/us as my/our tax agent.

I/we accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my/our Financial Statements. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information and therefore you are unable to provide any assurance on my/our financial statements. I/we understand your work cannot be relied on to detect error and fraud. I/we agree to you attaching to my/our Financial Statements your Accountant's Statement explaining your responsibilities.

Signature:

Note: We are required to comply with the Financial Reporting Act 1993, and the recommendations and guidelines of the Chartered Accountants Australia & New Zealand which require that this questionnaire be completed by you, and returned to us to form part of our records.

Thanking you.

Yours faithfully,
J P GASCOIGNE
(Principal)