

**ANNUAL QUESTIONNAIRE & \$%
(Sole Trader, Partnership and Trust)**

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 31 March 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 select Yes if the item is applicable or N/A if it is not applicable.

	Yes	N/A
<p>1. <u>Cash on Hand (at close of trading on balance date)</u></p> <p>Advise monies received on 31 May 18 not banked until 1 June 18 \$ _____</p> <p>till float \$ _____</p> <p>petty cash float \$ _____</p>		
<p>2a. <u>Bank Statements</u></p> <p>If we prepare your GST returns we will only require the bank statement showing your 31 March 2018 account balance.</p> <p>If your bank accounts are linked to Banklink, MYOB or Xero we only require a bank statement showing the balance at 31 March 2018.</p> <p>By checking the sequence ensure all bank statements for all business accounts covering the financial year are available.</p>		
<p>2b. <u>Savings Bank Records</u></p> <p>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.</p>		
<p>2c. <u>Payments/Cheque Butts (if used)</u></p> <p>If applicable, ensure all butts covering the financial year are available and show clearly the nature of the purchases and who was paid.</p>		
<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>		

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

	Yes	N/A										
<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>												
<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>												
<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>												
<p>3c. <u>Barter Card</u></p> <p>Provide barter card statements covering the financial year.</p>												
<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>												
<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="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	\$ _____		
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<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>												
<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 March 2018 (paid in April 2018) if applicable.</p>												

Please select Yes if the item is applicable 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>21 <u>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> <p>If the Trust has investments in property and/or shares we will need to know the market value of these investments as at 1 April 2017 and as at 31 March 2018.</p>		
<p>22. <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 April 2017 to 31 March 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>23. <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>		
<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>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>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 31 March 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 April 2017 and on 31 March 2018 please provide these details. You can obtain this information from your investment advisor.</p>		

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

	Yes	N/A												
<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>														
<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>														
<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 31 March 2018 together with any dividend certificates.</p> <p>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>														
<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>														
<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>														
<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: 35%;">Company</th> <th style="width: 35%;">Shareholding</th> <th style="width: 30%;">Loss</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td>-----</td> <td style="text-align: center;">\$-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td style="text-align: center;">\$-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td style="text-align: center;">\$-----</td> </tr> </tbody> </table>	Company	Shareholding	Loss	-----	-----	\$-----	-----	-----	\$-----	-----	-----	\$-----		
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<p>33. <u>Required Disclosure of Interest in a Foreign Superannuation Scheme or Life Insurance Policy</u></p> <p>i) If you held rights or an interest in any of the above foreign entities at any time during the</p> <ul style="list-style-type: none"> - name of foreign company or fund - country of residence - nature of interest held (eg superannuation, insurance) - date that interest was acquired - please advise us if you made a withdrawal or transfer during the year <p>ii) In addition, please disclose interests held by relatives and persons (including your companies, partnerships and trusts) associated to you so we can determine your deemed total interest in the foreign company or fund under the international tax rules.</p>														

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

	Yes	N/A																				
<p>34. <u>Tax Treatment of Financial Arrangements</u></p> <p>Please provide details of any financial arrangements held by you during the year, eg Government and local body stock, commercial bills etc.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type</th> <th style="width: 20%;">Other Party</th> <th style="width: 20%;">Other Term</th> <th style="width: 30%;">Total Value</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td style="text-align: right;">\$-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td style="text-align: right;">\$-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td style="text-align: right;">\$-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td style="text-align: right;">\$-----</td> </tr> </tbody> </table>	Type	Other Party	Other Term	Total Value	-----	-----	-----	\$-----	-----	-----	-----	\$-----	-----	-----	-----	\$-----	-----	-----	-----	\$-----		
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<u>TAX REBATES (PERSONAL)</u>																						
<p>35. <u>Donations</u></p> <p>Please provide receipts for all donations made to schools, churches and charities for amounts over \$5.00.</p>																						
<p>36. <u>Working for Families Tax Credits</u></p> <p>To enable us to calculate any Working for Families Tax Credits, enter details below of all</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Child</th> <th style="width: 20%;">IRD Number</th> <th style="width: 20%;">Date of Birth</th> <th style="width: 30%;">Date Left School</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td style="text-align: center;">xxx-xxx-xxx</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> </tbody> </table> <p>Did you receive any Tax Credits during the year? Y/N</p> <p>If you have married, separated or changed your family circumstances during the year please show dates and details below</p> <p>-----</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">Child Support received/paid</td> <td style="text-align: right;">\$-----</td> </tr> <tr> <td>Private maintenance received/paid</td> <td style="text-align: right;">\$-----</td> </tr> </tbody> </table>	Name of Child	IRD Number	Date of Birth	Date Left School	-----	xxx-xxx-xxx	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	Child Support received/paid	\$-----	Private maintenance received/paid	\$-----		
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<p>37. <u>In Work Tax Credit (only applies if you have dependent children)</u></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-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">PRINCIPAL CARER</th> <th style="width: 20%; text-align: center;">SPOUSE</th> </tr> </thead> <tbody> <tr> <td>No of hours worked per week</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> <tr> <td>No of weeks worked</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> <tr> <td>No of dependent children</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> </tbody> </table>		PRINCIPAL CARER	SPOUSE	No of hours worked per week	-----	-----	No of weeks worked	-----	-----	No of dependent children	-----	-----										
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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)