

# Financial Statements Questionnaire – 31 May 2020

## Business

**Ensure this questionnaire is completed and included with your records.**

**NAME:**

|  |  |   |
|--|--|---|
| <p><b><u>Business</u></b><br/>(complete pages 1 – 4)</p> <p><input type="checkbox"/></p> | <p><b><u>Farmer</u></b><br/>(complete pages 1 – 6)</p> <p><input type="checkbox"/></p> | <p><b><u>Rental Property</u></b><br/>(complete pages 1 – 4 &amp; 6 - 7)</p> <p><input type="checkbox"/></p> |
|--|--|---|

|  |  |
|--|--|
| <b>Email Address:</b>  |  |
| The most convenient time to call you is:   |  |
| <p>Would you like us to supply a copy to your Bank?</p> <p>Bank _____</p> <p>Name of Bank Manager _____</p> <p>Email address of Bank Manager _____</p>   | <p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Tick One)</p> |
| <p><b>Refunds – if my return results in a refund due, I would like the refund</b><br/><b>(the IRD will not issue a cheque for tax refunds)</b></p> <p>• Refunded to me in full to the following bank account _____ <b>Yes/No</b></p> <p>• Used to offset any provisional tax liability _____ <b>Yes/No</b></p> |  |

### **Authorisation**

I / We hereby instruct Coombe Smith (PN) Limited to prepare my / our Financial Statements and Taxation Returns from the information and records I/we have supplied to you. I/we accept responsibility for the accuracy and completeness of all records and information supplied to you. Preparation of financial reports and tax returns are based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.

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 carry out the above assignments.

I authorise Coombe Smith (PN) Limited to access and change information through ACC online (if applicable) and directly with ACC staff.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



*The more information you complete/provide now will save us both time*



## **Minimum information required to complete your financial statements**

*(if completed fully it will reduce the time we have to spend on our queries)*

Tick if supplied: **(we need these)**

|  |  |
|--|--|
|  | Cheque Books/Deposit Books   |
|  | <b>Bank Statements</b> <ul style="list-style-type: none"> <li>• Cheque Account (if you are not on xero or banklink)</li> <li>• Savings Account</li> <li>• Term Deposit</li> <li>• Loan Accounts</li> </ul> <p>We <b>must</b> have a copy of your bank statement showing the balance as at 31 May 2019 even if we have access to you information via Xero or Banklink.</p>  |
|  | Solicitors Statements – Invoices for legal fees  |
|  | Loan Agreements – if new for this year   |
|  | Hire Purchase Agreements – if new for this year  |
|  | GST Return workpapers – <b>only if we do not process your GST</b>  |
|  | Fringe Benefit Tax Returns and workpapers - <b>only if we do not process your FBT</b>  |
|  | Interest (these are normally available by the banks in April) and Dividend Certificates  |
|  | Insurance Invoices   |
|  | Rates invoices   |
|  | ACC invoices   |
|  | Invoices for repairs and maintenance expenditure over \$500  |
|  | Electronic files can be e-mailed to info@coombesmith.co.nz   |
|  | <b>Accounts Receivable/Debtors</b><br>Please supply a list of the amounts owing to you at balance date, noting whether these figures are GST inclusive or exclusive.   |
|  | <b>Accounts payable/Creditors</b><br>Please supply a list of amounts owing by you at balance, noting whether these figures are GST inclusive or exclusive.   |
|  | <b>Cash on Hand</b><br>Please provide the GST inclusive figure of unbanked takings, petty cash and till float at your balance date.<br><br><div style="text-align: right;">\$ _____</div>  |
|  | <b>Work in Progress</b><br>Work in progress at balance date should be valued and a schedule should be prepared as for stock on hand. Work in progress should be valued at cost materials, direct labour and factory overhead after deducting progress payments.<br><br>Value of work in progress <span style="float: right;">\$ _____ GST included/excluded</span>   |
|  | <b>Stock on Hand</b><br>Stock on Hand at balance date should be counted and valued. Stock on hand should be valued using the lower of cost or market value.<br><i>NB: If your turnover is less than \$1,300,000 and you estimated that the value of your stock on hand as being less than \$10,000 you are permitted to use the value of your stock on hand last year.</i><br>Value of stock on hand <span style="float: right;">\$ _____ GST included/excluded</span> |

|  |  |
|--|--|
|  | <p><b>Wages</b></p> <p>Did you pay wages? <span style="float: right;"><b>Yes / No</b></span></p> <p>What is the total Holiday Pay liability at balance date? <span style="float: right;">\$ _____</span><br/> Please provide a copy of your holiday provision report</p> <p>Did you pay holiday pay within the first 63 days after balance date? <span style="float: right;"><b>Yes / No</b></span> <span style="float: right;">\$ _____</span><br/> If yes, please provide details</p> <p>Were there any allowances paid or deductions made? <span style="float: right;"><b>Yes / No</b></span> <span style="float: right;">\$ _____</span><br/> If yes, please provide details</p> |
|  | <p><b>Major Transactions/New Assets/Assets Sold</b></p> <p>Please supply documentation and invoices relating to any major transactions such as the sale or purchase of significant assets or property. This will ensure that we treat this expenditure correctly and maximize the depreciation claim.</p>  |
|  | <p><b>Business expenses from personal funds</b></p> <p>Please provide a list of any business expense that have been paid from private funds.</p>   |
|  | <p><b>Business Deposits</b></p> <p>Has all business income been deposited into the business bank account? <span style="float: right;"><b>Yes / No</b></span><br/> If no, please provide further details</p> <p>_____</p> <p>_____</p>  |
|  | <p><b>Goods for your own use</b></p> <p>Did you use any business goods or products for your own use, for example work products or goods taken home? <span style="float: right;"><b>Yes / No</b></span><br/> If yes, please provide details</p> <p>_____</p> <p>_____</p>   |
|  | <p><b>Contingent Liabilities</b></p> <p>If you trade as a company and there are contingent liabilities such as guarantees, these need to be recorded in the Notes to the Accounts. Please provide details.</p> <p>_____</p> <p>_____</p>   |
|  | <p><b>Capital Commitments</b></p> <p>Did you enter into any agreements or contracts prior to your balance dates that commit your business to significant capital expenditure? <span style="float: right;"><b>Yes / No</b></span><br/> If yes, please provide details of these (i.e Lease agreements)</p> <p>_____</p> <p>_____</p>   |

|   |   |
|---|---|
| <p style="text-align: center;"><b>Motor Vehicles</b></p> <p>The proportion of motor vehicle business use as established by your vehicle log book(s) is / are:</p> <p><b>Vehicle Description:</b></p> <p>_____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p><b>Vehicle Description:</b></p> <p>_____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p>Have you updated your logbook in the last three years? <b>Yes / No</b></p> <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> <p>_____</p> | <p style="text-align: center;"><b>Home Office Expenses</b></p> <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>Business Area: _____ M2</p> <p>Total Area _____ M2</p> <p><i>(please provide current information – we cannot use prior years information)</i></p> <p>Power \$ _____</p> <p>Insurance (Building &amp; Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs &amp; Maintenance \$ _____</p> <p>House Rent \$ _____</p> <p>Phone/Internet (Rental only) \$ _____</p> <p>Other \$ _____</p> <p><b>Total</b> \$ _____</p> |
| <p><b>Please note any other information you wish to tell us here (or on a separate page)</b></p>  |   |

**If you are a farmer or have a rental property  
please complete the following pages**

*Thank you for completing this questionnaire*

# Farming Clients and Livestock on Hand

| Tick if Supplied | Please Supply if Relevant   |
|------------------|---|
|                  | Please ensure pages 1 to 4 are completed  |
|                  | Your livestock reconciliation   |
|                  | All the Dairy company supplier statements for the year  |
|                  | All Company Shares/Capital notes, support loan statements and dividend statements                         |
|                  | Other farming related shares, dividends and rebate notices, E.g. LIC, Farmlands, Ravensdown, Ballance etc |
|                  | Farm Trading Account (e.g. Farmsource, Farmlands) statements and dividends notices                        |

## Please complete the appropriate livestock category

### Remember to:

- Include stock that you own which are grazing elsewhere
- Exclude stock owned by other people which are grazing on your property

### *Livestock – Cattle Tallies as at the end of the financial year*

| Sheep                         | Number | Dairy/Beef                 | Number |
|-------------------------------|--------|----------------------------|--------|
| Ewe Hoggets                   |        | Rising 1 year Heifers      |        |
| Ram & Wether Hoggets          |        | Rising 2 year Heifers      |        |
| Two Tooth Ewes                |        | Mixed Aged Cows            |        |
| Mixed Aged (3 & 4 years) Ewes |        | Rising 1 year Steers/Bulls |        |
| 5 year and older Ewes         |        | Rising 2 year Steers/Bulls |        |
| Mixed Aged Wethers            |        | Rising 3 year Steers/Bulls |        |
| Rams                          |        | Breeding Bulls             |        |
|                               |        | <b>Total</b>               |        |
| <b>Total</b>                  |        | Calves Born                |        |
| Lambs Tailed                  |        | Deaths and Missing         |        |
| Deaths and Missing            |        | Killed for Own Use         |        |
| Killed for Own Use            |        | Peak Cows Milked           |        |

| Other                 | Number |
|-----------------------|--------|
| Rising 1 year females |        |
| Rising 2 year females |        |
| Rising 3 year females |        |
| Mixed Aged females    |        |
| Rising 1 year males   |        |
| Rising 2 year males   |        |
| Rising 3 year males   |        |
| Breeding males        |        |
|                       |        |
| <b>Total</b>          |        |
|                       |        |
| Natural Increase      |        |
| Deaths and Missing    |        |
| Killed for Own Use    |        |

| Other                 | Number |
|-----------------------|--------|
| Rising 1 year females |        |
| Rising 2 year females |        |
| Rising 3 year females |        |
| Mixed Aged females    |        |
| Rising 1 year males   |        |
| Rising 2 year males   |        |
| Rising 3 year males   |        |
| Breeding males        |        |
|                       |        |
| <b>Total</b>          |        |
|                       |        |
| Natural Increase      |        |
| Deaths and Missing    |        |
| Killed for Own Use    |        |

## Rental Property owners only need to complete

| Tick if supplied | Please ensure pages 1 to 4 are completed  |       |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
|------------------|---|-------|-----------------------|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                  | <p>Is your property managed by a property manager <b>Yes / No</b></p> <p>If yes, please provide copies of the monthly and annual reports</p> <p><b><u>Inspection Visits</u></b></p> <p>Did you visit the property to inspect or to do maintenance etc?</p> <table> <tr> <td>Date</td> <td>Details eg inspection</td> <td>km</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table> | Date  | Details eg inspection | km | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Date             | Details eg inspection   | km    |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____            | _____   | _____ |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____            | _____   | _____ |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____            | _____   | _____ |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____            | _____   | _____ |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____            | _____   | _____ |                       |    |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

**This form only needs to be completed if you DO NOT have a separate bank account for your Rental Property.**

### **Income**

|  |    |
|--|----|
| Rental Income for the year   | \$ |
| Rent arrears / receivables at balance date ( <b>Do not</b> include in rental income above) | \$ |

### **Operating Expenses – Copies of invoices please**

|   |        |
|---|--------|
| Rates   | \$     |
| Insurance   | \$     |
| Repairs & Maintenance – please describe work undertaken when the cost exceeds \$500 | \$     |
|   | \$     |
|   | \$     |
|   | \$     |
| Commission and other collection costs   | \$     |
| Vehicle running   | \$     |
| Distance travelled on rental business   | (km's) |

### **Other Costs**

|   |    |
|---|----|
| Travel and accommodation (if applicable)  | \$ |
| Mortgage Interest – please attach summary of loan repayments for the year                     | \$ |
| Capital Expenditure / Property Improvements – separate so these can be depreciated separately | \$ |
|   | \$ |
|   | \$ |
|   | \$ |

### **In the Year of Purchase / Sale**

Please provide copies of the following:

|  |
|--|
| Sale and Purchase Agreement                    |
| Legal Settlement Statement                     |
| Latest Government Valuation or Valuer's Report |

### **Capital Expenditure / Property Improvements**

Please list all new assets purchased during the financial year.

| Date | Asset | Amount<br>(GST inclusive) |
|------|-------|---------------------------|
|      |       |                           |
|      |       |                           |
|      |       |                           |
|      |       |                           |
|      |       |                           |
|      |       |                           |