



ANNUAL FINANCIAL STATEMENTS QUESTIONNAIRE

Business Name:
Financial Year Ended:
Contact Person:
Fax Number:
Address:
Phone Number:
Email Address:

Please complete the checklist below to determine which parts of the questionnaire you need to complete. Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

Table with 3 columns: Question, YES, NO, If "Yes", Complete. Contains 19 questions related to accounting systems, staff, loans, inventory, accounts payable/receivable, assets, taxes, GST, interest/dividends, foreign income, and entertainment expenses.

Your time and effort in completing this form is much appreciated by the team at Walker Wayland

## ANNUAL FINANCIAL STATEMENTS QUESTIONNAIRE

### Q1. Computerised Accounting Systems

What system are you using?

System	
Version	
Access Code/Password	

Please provide the following records:

	Enclosed	N/A
- A backup disk for your financial year (if available)	<input type="checkbox"/>	<input type="checkbox"/>
- Copies of the following reports printed from your system:		
* Annual Management Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
* Annual detailed General Ledger	<input type="checkbox"/>	<input type="checkbox"/>
* Trial Balance as at Balance Date	<input type="checkbox"/>	<input type="checkbox"/>
* Bank Reconciliations as at Balance Date	<input type="checkbox"/>	<input type="checkbox"/>
- Cheque books and Deposit books for the full year	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statements for the full year	<input type="checkbox"/>	<input type="checkbox"/>

### Q2. Computerised Cashbook

What system are you using?

System	
Version	
Access Code/Password	

Please provide the following records:

	Enclosed	N/A
- A backup disk for your financial year (if available)	<input type="checkbox"/>	<input type="checkbox"/>
- Copies of the following reports printed from your system:		
* detailed Cashbook (by account code) for the year	<input type="checkbox"/>	<input type="checkbox"/>
* summary Cashbook (by account code) for the year	<input type="checkbox"/>	<input type="checkbox"/>
* Bank Reconciliations as at Balance Date	<input type="checkbox"/>	<input type="checkbox"/>
- Cheque books and Deposit Books for the full year	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statements for the full year	<input type="checkbox"/>	<input type="checkbox"/>

### Q3. Manual Cashbook or no system

Please provide the following records:

- Your cashbook (if one is kept)	<input type="checkbox"/>	<input type="checkbox"/>
- Bank reconciliation as at balance date (if completed)	<input type="checkbox"/>	<input type="checkbox"/>
- Cheque books and Deposit books for the full year	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statements for the full year	<input type="checkbox"/>	<input type="checkbox"/>

If no cashbook has been kept, please ensure the following:

- All cheque butts are completed in full
- Any direct debits or eftpos transactions are detailed on the bank statements
- the source of all deposits not detailed in the Deposit books are clearly identified on the bank statements

### Q4. Wage Records

Please provide the following records:

	Enclosed	N/A
- Your wages book for the year. <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>
- Annual summaries from your computer payroll system	<input type="checkbox"/>	<input type="checkbox"/>
- Copies of all IR345 and IR348 PAYE returns	<input type="checkbox"/>	<input type="checkbox"/>

Please also provide details of any remuneration owing to employees as at balance date (holiday pay, bonuses) and indicate what portion of these amounts were paid, or will be paid, within 63 days of your balance date.

### Q5. Loans, Hire Purchase and Lease Agreements

Please provide the following records:

	Enclosed	N/A
- Copies of any agreements entered into	<input type="checkbox"/>	<input type="checkbox"/>
- Confirmation of loan balances as at balance date	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any agreements repaid or refinanced	<input type="checkbox"/>	<input type="checkbox"/>
- Loan account statements if available	<input type="checkbox"/>	<input type="checkbox"/>

### Q6. Inventory and/or Work in Progress

Please provide the following records:

- A copy of your year end stocktake workings	<input type="checkbox"/>	<input type="checkbox"/>
- Details of work in progress as at balance date	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any goods in transit as at balance date	<input type="checkbox"/>	<input type="checkbox"/>

The value of Stock on Hand at balance date was: \$

Stock should be valued at the lower of cost or market value. If replacement cost is lower again, please advise. Include all items that have not yet been invoiced (even if delivered to customers).

The value of Work in Progress at balance date was: \$

WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress payments. Profit margin should not be included)

The value of Goods in Transit at balance date was: \$

Goods in transit is the cost of goods paid for before balance date or included in accounts payable which did not arrive in time to be included in physical stock take) exclusive of GST.

### Q7. Accounts Payable (Creditors)

Please provide the following records:

	Enclosed	N/A
- A Payables Aged Trial balance as at balance date printed from your accounting system <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>
- A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense and amount owing for each creditor	<input type="checkbox"/>	<input type="checkbox"/>

The total of Accounts Payable as at balance date was: \$

### Q8. Accounts Receivable (Debtors)

Please provide the following records:

	Enclosed	N/A
- A Receivables Aged Trial Balance as at balance date printed from your accounting system <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>
- A detailed list of all amounts due to you at balance date (GST inclusive) including name and amount owing from each debtor	<input type="checkbox"/>	<input type="checkbox"/>

Total of Accounts Receivable as at balance date was: \$

Please also supply a list of bad debts written off during the year. Note that in order to qualify for a tax deduction bad debts must be identified and recorded prior to year end.



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### Q9. Assets

Please provide the following records:

#### Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### Sales

- A detailed list of any assets sold including the date sold and sale value

	<input type="checkbox"/>	<input type="checkbox"/>
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#### Disposals/Write Offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal.

	<input type="checkbox"/>	<input type="checkbox"/>
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### Q10. Fringe Benefit Tax (FBT)

*Note:* Ignore this section if Walker Wayland prepare FBT Returns on your behalf.

Please provide the following records:

- A copy of all FBT returns filed during the financial year
- A copy of any workings supporting your FBT returns

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### Q11. Goods and Services Tax (GST)

*Note:* Ignore this section if Walker Wayland prepare GST Returns on your behalf.

Please provide the following records:

- A copy of all GST returns filed during the financial year
- A copy of all workings supporting your GST returns

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

If you have incurred any penalty charges for late payment of GST, please also enclose copies of all relevant IRD Statements of Account.

### Q12. Interest and Dividends

Please provide the following records:

- A copy of all Interest/RWT certificates received
- A copy of all Dividend statements received

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### Q13. Buying/Selling Investments, Real Estate or a Business

Please provide the following records:

- A copy of all documentation relating to the purchase or sale of investments (shares, foreign investments, etc)
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of any Real Estate
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of a business

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

For investments held in overseas entities please provide the following records:

- No. of shares/units held
- Market value of each investment at balance date
- Cost of each investment

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### Q14. Foreign Income or Expenses

Please provide the following records:

- Details of the nature and amounts of any foreign income received and any related foreign tax credits
- Details of the nature and amounts of any expenses paid to people or businesses who are not NZ residents
- Details of **ANY** foreign investments that you hold, whether or not you earned income from them.

	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### Q15. Home Office Allowance

The annual total of the following expenses are required in order to complete the calculations:

- Rent (if property not owned)
- Insurance
- Repairs and Maintenance
- Power and Gas
- Rates and Water Rates
- Valuation Fees re Mortgage
- Legal Expenses re Mortgage
- Interest (on Mortgage)
- Body Corporate Fees

Rent (if property not owned)	\$
Insurance	\$
Repairs and Maintenance	\$
Power and Gas	\$
Rates and Water Rates	\$
Valuation Fees re Mortgage	\$
Legal Expenses re Mortgage	\$
Interest (on Mortgage)	\$
Body Corporate Fees	\$

*Note:* if you have supplied details of your house and the area used for business purposes to Walker Wayland in prior years, and the details have not changed, you do not need to supply the following information.

The total floor area of the house is:  m<sup>2</sup>

The total floor area used for business purposes is:  m<sup>2</sup>

The total cost of the property (if owned) was:  \$

The last valuation of the property (if owned) was:

Land	\$
Buildings	\$

If you do not have a valuation available, please supply a copy of your last rates notice.

### Q16. Business Portion of Expenses

Please provide the business use percentage for the following expenses and attach further details if required.

Motor Vehicle Expenses*	%
Telephone & Tolls	%
Power	%
Subscriptions	%
Travel	%
Insurance	%
Other (Please Specify)	%

\* The business use percentage of a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every three years unless you are paying FBT or the vehicle is classified as exempt from FBT. In the event of an IRD audit, failure to produce a current log book will result in you only being able to claim 25% of total vehicle costs as a tax deduction. If you would like us to calculate the business use percentage from your log book, please enclose it with your records.



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### Q17. Cash on Hand

Please provide the following records:

- Total sales not banked (cash, cheques, eftpos) at balance date were:
- Total cash floats at balance date were:
- Total petty cash on hand at balance date was:

\$	
\$	
\$	

### Q18. Entertainment Expenses

Generally only 50% of entertainment costs are tax deductible, with the following exceptions.

- Meals while travelling on business (unless with an existing business contact)
- Meals provided at a conference of at least 4 hours duration
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

**Enclosed**    **N/A**

If any of these exceptions apply please provide details.       

### Q19. Trusts

Please provide the following records:

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary & the date of change)
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust

**Enclosed**    **N/A**

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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### Q20. General (to be completed in all cases)

Please supply the following information:

Copies of all Insurance/Work Place Accident Insurance/ACC invoices.       

Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500.       

Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item.       

Details of the nature and value of any business goods taken for personal use during the financial year.       

Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses.       

### Q20. General (Continued)

Details of any deposits received from customers/clients for goods not supplied at balance date.    **Enclosed**    **N/A**  
   

Details of any business expenses paid from private funds which have not been reimbursed by the business.       

Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified.       

If trading as a company, were there any changes in shareholding or directorships?       

Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year.       

Details of any events occurred after balance date that may affect the carrying value of any assets/liabilities?       

How many bound copies of the Financial Statements do you require?   

### Q21. DECLARATION/TERMS OF ENGAGEMENT

I/we accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements.

You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements.

I/we understand your work cannot be relied on to detect error and fraud that you accept no liability for the accuracy and completeness of the and information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/we also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I/we authorise Walker Wayland Limited to obtain from any third party any records or information required for the purpose of preparing my/our Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

I/we personally guarantee to pay accountancy fees rendered to the company (as applicable) and authorise Walker Wayland to apply tax refunds received against any outstanding fees.

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

