

Name: _____

2025 ANNUAL QUESTIONNAIRE – BUSINESS

Information required for financial statements and tax returns. Please ensure this form is completed in full and tick the Yes/No boxes as required.

1. Records Required	Yes	No
Computer Generated Information		
a. Backup or printout of account/ledger summary		
b. Printout of reconciled bank reconciliation and copy of last bank statement at balance date		
c. Advise what accounting software you use, including the version number and any passwords we will require		
OR Online System		
a. Invite us in as a user so that we can view your information		
b. Copy of last bank statements at balance date		
OR Manual System		
a. Cashbook - written up with bank reconciliation completed		
b. Bank statements – business accounts		
c. Cheque butts and deposit books – with full details on all butts up to 1 month after balance date		
AND Other		
a. Bank loan and investment statements along with copies of agreements		
b. Interest, dividends and other investment certificates		
c. GST and FBT returns and workpapers		
d. Latest log book. For companies, advise the number of days the vehicle was not available for private use		
e. Copies of all ACC invoices paid		
f. Insurance and legal fees invoices paid		
g. Associated industry statements (e.g. Farmlands, Wrightsons etc)		
h. For new investments, details of the cost		
i. For investments sold, details of the selling price		
j. Copies of lease agreements		
2. Use of Dwelling for Business Purposes (“Home Office”)	Yes	No
If you are self employed you may claim a proportion of all expenses that relate to your business.		
Attach details of domestic outgoings such as power, rates, insurance, repairs, interest, area of house and area used for business.		
3. Business Expenses Paid from Personal Funds	Yes	No
We can claim expenses for you. Provide a list e.g. business tolls and ACC levies.		

4. List Balance Day Details of:		Yes	No
a.	Cash float/cash on hand/takings not banked at balance date		
b.	Amounts owing to you. State whether GST inclusive or exclusive		
c.	Amounts owing by you. State whether GST inclusive or exclusive. Provide a list.		
d.	Value of stock on hand	\$	
	Value of work in progress	\$	
	Value of retentions at balance date	\$	
	State whether GST inclusive or exclusive		
Provide copies of your stock sheets (if value of stock is over \$10,000)			
e.	Holiday pay owing to employees at balance date	\$	
	Of this, how much has been paid within 63 days of balance date	\$	
f.	Bad debts – confirm value of debt written off during the financial year GST exclusive. This information has to be disclosed in the financial statements for the business		
g.	Advance payments – any amounts paid for goods and services, where those goods have not been used or the services not performed, by balance date		
h.	Was all business income banked to your business bank account? If not, provide details		

5. Assets Purchased/Leased/Sold		Yes	No
Provide sale and purchase agreements or invoices for every asset transaction over \$1,000.			
a.	Loan and hire purchase agreements		
b.	List of items that have physically been disposed of from your depreciation schedule (refer to last years accounts)		
c.	Solicitors statements		
d.	Any trade-in details		

6. Residential Property Transactions (NZ and Overseas)		Yes	No
Provide details of the following transactions:			
a.	Sale/purchase of land and buildings		
b.	Sale/purchase of any other assets		

7. Mixed Use Assets		Yes	No
Provide details of any assets that are used privately and also to generate income such as a holiday home or property used to provide short-term accommodation (via Airbnb or similar service)			

8. Private Usage		Yes	No
Advise your estimate of the value of business goods taken for private use at cost price per week/year.	\$		
Are these GST inclusive or exclusive?			
Have you adjusted your accounting records for private expenses? Provide details.			

9. Changes	
a.	Has there been any change in the nature of your business since last balance date? If so, provide brief details.
b.	Do you have any commitments for major items of expenditure e.g. assets you have contracted to purchase or build. If so, provide brief details.
c.	Do you have any contingent liabilities? For example, major costs you may be required to pay such as disputed claims made against you. If so, provide brief details.

10. Other		Yes	No
a.	If you are an employer, did you apply for and receive any Covid-19 leave support payments during the year? If so, please provide details.		
b.	Rebates and bonus issues		
c.	Gifts/forgiven debts		
d.	Motor vehicle – if you kept a log book for a 3 month period in the last 3 years state business proportion	%	
	Date of last log book trial period		
e.	Overseas income earned by the business – provide details.		
f.	Overseas trusts – is the business involved in any overseas trusts?		
g.	Non cash benefits – details of fringe benefits received by shareholders or employees.		
h.	Companies – provide details of:		
	Related parties transactions and director interest notices.		
	Changes in shareholding		
	Changes in directors or their addresses		
i.	Trusts		
	Have there been any changes in trustees during the year?	Yes / No	
	Provide details of any distributions (income and capital or assets) made to beneficiaries during the income year		
	Provide details of any trust settlors living overseas		
	Provide details of any beneficiaries living overseas		
	Provide details of any gifts made to your trust during the year		

Terms of Engagement

We confirm that the terms of the engagement are as follows:

- a. That we have engaged Baker Tilly Staples Rodway Hawke's Bay Ltd (Baker Tilly Staples Rodway) to compile our annual financial statements/income tax returns.
- b. That Baker Tilly Staples Rodway has not been requested to perform an audit or review engagement.
- c. We accept and understand that Baker Tilly Staples Rodway will provide no assurances regarding the financial information resulting from the compilation process.
- d. We accept and understand that when applicable the financial statements will be prepared and presented in accordance with Generally Accepted Accounting Practice.
- e. We have provided all the information that is required to enable Baker Tilly Staples Rodway to complete the engagement, including income from all sources.
- f. We will review the financial statements/income tax returns prior to acceptance and signature by us.
- g. We accept the responsibility for the accuracy of the financial statements/income tax returns and the assertions contained in them. Baker Tilly Staples Rodway's responsibility is to compile the financial statements/income tax returns from the data supplied by us.
- h. We accept and understand that Baker Tilly Staples Rodway will have no responsibility to third parties to whom we provide the financial statements/income tax returns and who may rely on them. Any copies of the financial statements which we distribute to third parties will have Baker Tilly Staples Rodway's disclaimer attached.
- i. We give Baker Tilly Staples Rodway the full authority to obtain any necessary information from the Inland Revenue Department concerning all our tax affairs for all tax types that Baker Tilly Staples Rodway act as our agent. We accept and understand this information may be obtained by Baker Tilly Staples Rodway via telephone, info-express (IRD's automated telephone service) or using on-line services (on the IRD's secure website).
- j. We give Baker Tilly Staples Rodway the full authority to sign Inland Revenue Department returns and forms on our behalf.
- k. We give Baker Tilly Staples Rodway full authority to contact our banks and any other organisation for the purposes of obtaining information necessary to complete our returns of income and financial statements. We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but we give our full authority for this statement to be used as written confirmation of our agreement to you obtaining information for the above mentioned purposes.
- l. We authorise Accident Compensation Corporation to supply information relating to our levies to Baker Tilly Staples Rodway Hawke's Bay Ltd for the purpose of preparing financial statements.

We agree with the terms of the engagement as summarised above.

Signed: _____

Position: _____

Date: _____