

Balance Month:

In accordance with common accounting practice and the Institute of Chartered Accountants of New Zealand requirements, we request that you complete the following questionnaire carefully and provide the requested information relevant to your business. The information and the required records are essential for the completion of your Financial Accounts and provided they are passed in to this office complete, your Accounts should be processed with minimal delay.

The responsibility for the accuracy and completeness of the assertions in the Financial Statements remains with you and therefore it is important that you provide us with accurate and complete information necessary to compile the Financial Statements.

**WE REQUEST THAT WHEN PROVIDING YOUR RECORDS, TOGETHER WITH THIS COMPLETED AND SIGNED QUESTIONNAIRE, THAT YOU PLEASE SEE YOUR ACCOUNTANT OR ONE OF OUR SENIOR STAFF.** Please contact the office should you have any queries regarding this questionnaire form.

According to our records your personal contact details show as:

Mail Name:

Phone:

Fax:

Mobile:

E-Mail:

Please note next to the above details if any of these details are incorrect.

FULLY COMPLETE THIS PAGE

**PLEASE COMPLETE THIS SECTION FULLY**

**Client Declaration**

I accept responsibility for the accuracy and completeness of the information supplied below 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 unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the 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 also accept responsibility for all other records and information supplied to you other than those referred to in this Questionnaire. I accept responsibility for any failure by me to supply all relevant records and information to you.

We refer you to our Terms of Engagement which are shown on our Website [www.lynchhandpartners.co.nz](http://www.lynchhandpartners.co.nz). The terms are shown in the Home part of the website.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TAX RETURN**  
**QUESTIONNAIRE**

**INFORMATION REQUIRED**  
FULLY COMPLETE THIS PAGE

- 1. **Where dividends, and/or interest income is received, please supply all**
  - Dividend certificates detailing imputed tax credited.
  - Interest statements for Interest Received detailing Resident Withholding Tax (IR15).

We need this information for each taxpayer (i.e. Company, individuals, Trusts, etc.)

- 2. **Wages/Superannuation** (i.e. wages earned by you):-
  - Tax forms from employers are now non existent and have been replaced by a form called "Summary of Earnings" which is provided by the Inland Revenue Department. Please list dates and employers information and we will obtain the details.

<u>Period Employed</u>	<u>Employers name and address</u>

- 3. **Other income received. Please attach full details:-**
  - Rent received
  - Overseas income
  - Share of Estate/Partnership income

- 4. (a) **Name and dates of birth of all children for whom you may be entitled to family support.**

Please attach a copy of the birth certificate for children born during current year.

NAME	BIRTH DATE	IRD NO.

- (b) **Where any child left school during the year provide name and date left.**

\_\_\_\_\_

- (c) **Provide IRD Certificate for any Family Support tax credits received.**

- (d) **Child Support**

1. Have you received child support for any children in your care? \$ \_\_\_\_\_

2. Have you paid child support for any children not in your care? \$ \_\_\_\_\_

- 5. **Spouse income - please provide details of spouse income.**

Source:- \_\_\_\_\_ \$ \_\_\_\_\_

- 6. **Charitable Donations** - The rebate forms were sent to taxpayers directly and are now dealt with separately. If you need assistance, please contact our Office.

**BUSINESS**  
**QUESTIONNAIRE**

**COMPLETE THIS SECTION ONLY IF YOU HAVE**  
**FINANCIAL STATEMENTS PRODUCED**

**A. RECORDS REQUIRED FOR FINANCIAL STATEMENTS**

1. Bank Statements of all bank accounts for the year, including one month after balance date.
2. Cheque Butts pertaining to the above bank accounts. Ensure clear details provided on the butts of payee and nature of expense.
3. Deposit books pertaining to the above bank accounts, and receipt books if applicable. Please provide full details of banking other than sales.
4. Cash Book (if kept)
5. GST Returns filed including your work papers.
6. Paid Accounts, including statements/invoices of accounts unpaid but due at balance date.
7. Loan Statements for bank term loans, mortgages, hire purchase agreements etc.
8. Legal Statements.

**B. INFORMATION REQUIRED FOR FINANCIAL STATEMENTS**

1. **Cash on Hand** - include all till floats, cash sales received prior to balance date but not banked until after.  
Has this been included in your GST Return? \$ \_\_\_\_\_  
Yes/No
2. **Debtors** - amounts owed to you at balance date. \$ \_\_\_\_\_  
Yes/No  
Does this amount include GST?  
*Refer to notes page for extra entries.*
3. **Creditors** - amounts owed by you at balance date. Yes/No  
Does this amount include GST?  
Please provide a separate detailed list showing the following:-  

<u>Name</u>	<u>Amount</u>	<u>Details</u>
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4. **Were all business takings banked in your business account?** Yes/No  
If no, please provide full details of where applied.
5. **Were any expenses paid in cash during the year?** Yes/No  
If yes, please provide full details of expenses and how paid.
6. **Stock on Hand** - calculated at the lower of cost or sale value, and excluding GST. \$ \_\_\_\_\_
7. **Work in Progress** - please enclose valuation sheets. \$ \_\_\_\_\_  
Does this amount include GST? Yes/No
8. **Fixed Assets** - Purchased/Sold

Please provide details of any fixed assets which were purchased or sold during the year. Also include relevant invoices and Hire Purchase details. Please go through last years Fixed Asset Schedules and check that all assets are still owned. *Refer to notes page for extra entries.*

**Sales**

<u>Description</u>	<u>Sale Price/Trade Price</u>	<u>How Proceeds Dealt With</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Purchases**

<u>Description</u>	<u>Cost</u>	<u>How Paid For</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. **Was a vehicle log book maintained on any vehicle used partially for business and private use.** (a log book is required to be kept for 3 months once every 3 years on any vehicle we claim expenses on). Yes/No  
If yes, please complete the following:

Vehicle Description \_\_\_\_\_ Regn No. \_\_\_\_\_

Total Mileage \_\_\_\_\_

Business Mileage \_\_\_\_\_

10. **Do you have an office at home?**
- If so, - what is the size of the office? \_\_\_\_\_
- What is the total size of the house? \_\_\_\_\_
11. Are there any other details not referred to in the questionnaire that we should be aware of in the preparation of your financial accounts and or tax returns. Yes/No  
If yes please provide details.

