

Business/Rental/Investment Questionnaire 2022

This questionnaire is for Companies, Trusts, Partnerships and Sole Trader Businesses

Ensure this questionnaire is completed and included with your records

Client Name:		Address:	
Balance Date:		Phone:	
		Email:	

To: McCoy & Co Ltd

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the 2022 year. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% 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.

I/We authorise your organisation to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC Levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC Levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

All other terms and conditions of this engagement are the same as those referred to in the most recent Engagement Letter I/we signed.

Signature _____

Date _____

Signature _____

Date _____

Tax Refunds

Please provide the bank account number that you would like any tax refunds credited into.

Bank account ____ / ____ / ____ / ____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months?	If yes, please provide brief details: <hr/> <hr/> <hr/>
Is your activity operated through a Trust? If yes, please complete the Trust supplement.	

Records Required	Comments						
Bank Statements, Cheque Butts, Cashbooks, etc							
<p>Xero/MYOB is the accounting system for this entity, please use all our system information.</p> <p>Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> • Bank statements including any savings account or term deposit • Cheque and deposit butts showing the nature of each payment/deposit • Receipt books. Make sure any items not for business sales are clearly marked • Suppliers' invoices filed in cheque number order <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly • Bank statements including any savings account or term deposit • Cheque and deposit butts showing the nature of each payment/deposit <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> • Backup disk as at the end of financial year or email files to us • Copy of Bank Reconciliation as at balance date for all bank accounts • Final Bank Statement for year for all bank accounts • Transaction Listing for Accounts Payable and Accounts Receivable as at balance date <p>Supply a copy of any loan transaction statements for the financial year up to your balance date, if not included in Xero.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Covid-19 Wage Subsidy and Small Business Loan							
<p>Have you received any of the following?</p> <table border="0"> <tr> <td>• Wage subsidy</td> <td>• Short term absence payment</td> </tr> <tr> <td>• Resurgence support</td> <td>• Government Small business loan</td> </tr> <tr> <td>• Leave support scheme</td> <td>• Cash flow scheme</td> </tr> </table>	• Wage subsidy	• Short term absence payment	• Resurgence support	• Government Small business loan	• Leave support scheme	• Cash flow scheme	<input type="checkbox"/> Date rec: ___/___/___ \$_____
• Wage subsidy	• Short term absence payment						
• Resurgence support	• Government Small business loan						
• Leave support scheme	• Cash flow scheme						
Fringe Benefit Tax (FBT) Returns							
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>						
Goods and Services Tax (GST) Returns							
Please supply copies of Goods and Services Tax (GST) returns and work papers.	<input type="checkbox"/>						
Wages/National Superannuation/Benefits/Interests and Dividends							
<p>Please provide us with the names of any organisations you have received the following from:</p> <ul style="list-style-type: none"> • Wages • ACC payments • National Superannuation • Any other benefits <p>Please provide us with details of any interest or dividends received. In most cases IRD will have these details, however we do need to check all details have been included.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Investment							
Do you have any investments (in NZ). If so please provide complete details.	<input type="checkbox"/>						
Accounts Receivable (Debtors) – see attached Schedule 1							
<p>All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	<input type="checkbox"/> Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>						

Records Required	Comments
Accounts Payable (Creditors) – see attached Schedule 2	
<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p>	<input type="checkbox"/> Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Cash on hand	
<p>*Cash on Hand \$ _____ Date banked ____/____/____ Petty Cash \$ _____ Till Floats/Cash Floats \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stock on Hand	
<p>Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3 million, you are not able to use this option).</p> <p>Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____ _____</p> <p>Prepayments made Balance of any payments made before balance date for goods or services not received or used by balance date.</p> <p>Income in Advance Balance of any receipts before balance date for goods or services not provided by balance date.</p>	<p>Valued at lower of:</p> <input type="checkbox"/> cost <input type="checkbox"/> net realisable value <input type="checkbox"/> market value \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Capital Expenditure	
<p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> • Hire purchase or loan agreements • Lease agreements • All legal statements and agreements • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoices <p>A copy of last year's Asset and Depreciation Schedule is available on request. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transactions Not Through the Business	
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts not banked and when they were lodged: _____ _____ _____</p>	Personal \$ _____ Business \$ _____ Other bank accounts \$ _____

Records Required	Comments
<p>Other Non-Taxable Income</p> <p>Did you receive non-taxable income from any other sources? If yes, please provide details.</p>	
<p>Legal Documents and Loan Agreements</p> <p>Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchases, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.</p>	
<p>Residential Land Withholding Tax</p> <p>Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.</p>	
<p>Residential Property Sales</p> <p>Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased? _____ If it was purchased within 10 years of the sale date, • what was the original purchase price \$ _____ • and the sale price? \$ _____</p>	
<p>Business Expenses</p> <p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> • Insurance premiums • Legal fees • ACC payments and arrangements 	
<p>Mixed Use Assets</p> <p>Do you own an assets, such as property, boat or plane that is used privately and also to derive income? If so please complete the Mixed Use Assets Supplement.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
<p>Private Use</p> <p>Value of goods taken for private use at their cost price.</p>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<p>Expenses Paid in Cash or From Personal Funds</p> <p>Please provide a list if applicable.</p>	

Records Required

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage business _____ %

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage business _____ %

- 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
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/ storage area, please provide the following details:

Area used for business: _____ m²

Total area of house and workshop: _____ m²

Power and gas \$ _____

Phone and internet \$ _____

Rent \$ _____

Insurance (building and contents) \$ _____

Interest (house mortgage) \$ _____

Rates (including regional council rates) \$ _____

Repairs and maintenance \$ _____

Other \$ _____

Total \$ _____

Cost of house and section \$ _____

Cost of section \$ _____

Construction materials: (timber, brick, etc)

Records Required

Cryptoassets

Have you purchased, sold or traded in cryptoassets during the income year? If so, please provide the following information:

- The type of cryptoasset
- For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD
- Total units of each cryptoasset held at the beginning and end of the year
- Exchange records and bank statements
- Wallet addresses

Comments

**Thank you for completing this questionnaire.
Don't forget to sign it.**

