

## Business/Rental/Investment Questionnaire 2018

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 2018 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.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

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.

### Accident Compensation Corporation

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 on the McCoy & Co Ltd website [www.mccoyandco.co.nz](http://www.mccoyandco.co.nz)

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 company a Look Through Company (LTC)? If Yes, please complete the LTC supplement.	
Is your activity operated through a Trust? If Yes, please complete the Trust supplement.	

Records Required	Comments
<p><b>Bank Statements, Cheque butts, Cash books, etc</b></p> <p>Where <b>no Cashbook</b> is supplied, please provide and include <b>one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>• Bank statements including any savings account or term deposit</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> <li>• Receipt books. Make sure any items not for business sales are clearly marked</li> <li>• Suppliers' invoices filed in cheque number order</li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>• Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>• Bank statements including any savings account or term deposit</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> </ul> <p>Where you supply a <b>computerised Cashbook</b>, please provide:</p> <ul style="list-style-type: none"> <li>• Backup disk as at the end of financial year or email files to us</li> <li>• Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>• Final Bank Statement for year for all bank accounts</li> <li>• Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Loan Statements</b></p>	
<p>Supply a copy of any loan transaction statements for the financial year up to your balance date.</p>	<p><input type="checkbox"/></p>
<p><b>Employers – Wages paid to Employees</b></p>	
<p>Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. <b>OR</b> Send a copy of your Employer Monthly Deduction Schedule (IR 348).</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Fringe Benefit Tax (FBT) Returns</b></p>	
<p>Supply copies of Fringe Benefit Tax (FBT) returns and work papers.</p>	<p><input type="checkbox"/></p>
<p><b>Goods &amp; Services Tax (GST) Returns</b></p>	
<p>Please supply copies of Goods &amp; Services Tax (GST) returns and work papers.</p>	<p><input type="checkbox"/></p>
<p><b>Interest and Dividend Certificates</b></p>	
<p>Supply copies of certificates.</p>	<p><input type="checkbox"/></p>
<p><b>Investment</b></p>	
<p>Do you have any investments (either NZ or overseas). If so please provide complete details.</p>	<p><input type="checkbox"/></p>
<p><b>Accounts Receivable (Debtors) – see attached Schedule 1</b></p>	
<p>All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	<p><input type="checkbox"/></p> <p>Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>
<p><b>Accounts Payable (Creditors) – see attached Schedule 2</b></p>	
<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>	<p><input type="checkbox"/></p> <p>Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>

Records Required	Comments
<p><b>Cash on hand</b></p> <p>*Cash on Hand           \$ _____      Date banked ___/___/___</p> <p>Petty Cash               \$ _____</p> <p>Till Floats/Cash Floats   \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Stock on Hand</b></p> <p><b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>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><b>Work in Progress</b> Include material costs, labour costs and overhead costs. Briefly, how was this calculated?</p> <p>_____</p> <p>_____</p>	<p>Valued at lower of:</p> <p>cost <input type="checkbox"/></p> <p>net realisable value <input type="checkbox"/></p> <p>market value <input type="checkbox"/></p> <p>\$ _____</p> <p><b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p> <p>\$ _____</p> <p><b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>
<p><b>Prepayments received</b></p>	<p>\$ _____</p> <p><b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>
<p><b>Capital Expenditure</b></p> <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"> <li>• Hire purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements and agreements</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoices</li> </ul> <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>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Transactions Not Through the Business</b></p> <p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and when they were lodged:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Personal</p> <p>\$ _____</p> <p>Business</p> <p>\$ _____</p> <p>Other bank accounts</p> <p>\$ _____</p>
<p><b>Legal Documents and Loan Agreement</b></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><input type="checkbox"/></p>

Records Required		Comments
<b>Residential Land Withholding Tax</b>		
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.		
<b>Business Expenses</b>		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:		
<ul style="list-style-type: none"> <li>• Insurance premiums</li> <li>• Legal fees</li> <li>• ACC payments and arrangements</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Mixed Use Assets</b>		
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.		
<b>Private Use</b>		
Value of goods taken for private use at their <b>cost</b> price.		<input type="checkbox"/> \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>
<b>Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.		<input type="checkbox"/>
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	If part of your home is set aside principally for use as an office/workshop/ storage area, please provide the following details:	
<b>Vehicle Description:</b> _____	Area used for Business: _____ m <sup>2</sup>	
Business _____ km	Total Area of House & Workshop: _____ m <sup>2</sup>	
Total _____ km	Power \$ _____	
Percentage Business _____ %	Insurance (Building & Contents) \$ _____	
<b>Vehicle Description:</b> _____	Interest (House Mortgage) \$ _____	
Business _____ km	Rates (including regional council rates) \$ _____	
Total _____ km	Repairs & Maintenance \$ _____	
Percentage Business _____ %	Other \$ _____	
• 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	<b>Total</b> \$ _____	
• If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:	Cost of House and Section \$ _____	
_____	Cost of Section \$ _____	
_____	Construction materials: (timber, brick, etc)	
	_____	

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



