

COMPANY OR SOLE TRADER INCOME YEAR ENDED 31 MARCH 2021

<p>CLIENT/COMPANY NAME:</p> <p>_____</p> <p>Only if you have not already supplied this to us, please provide a copy of your Passport for each individual.</p>	<p>CONTACT DETAILS:</p> <p>Contact Person : _____</p> <p>Email : _____</p> <p>Mobile : _____ Text OK? _____</p>
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<p>XERO CLIENTS: Please indicate here if you use Xero.</p> <p>Only complete sections where the information is not already recorded in Xero eg. Stock on hand or Accounts receivable/payable if you only use Xero on a cash basis.</p>	Y	N
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<p>A. BANK RECORDS REQUIRED</p> <p>Coded bank statements for the income year to 31 March 2021 for all Company accounts.</p> <p>Please write beside each payment and deposit details (i.e. Purchases, Phone, Sales, Transfer etc.)</p>	<p>(NB. We only require you to code and supply bank statements if we have not had your bank records during the year to do GST Returns, or we rely on your computer printouts to verify the details.)</p>
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B. COMPUTER OR CASHBOOK RECORDS

Where you have a computerised cash book, please provide a copy of relevant printouts or spreadsheet for the year to 31 March 2021 by email. Please send to admin@westons.co.nz.

Copy of bank reconciliations as at balance date for all bank accounts.	Please Indicate:	Y	N
Final bank statement for the year for all bank accounts.			
Transaction Listing for accounts payable and accounts receivable at balance date			

<p>C. MORTGAGES/LOANS/HIRE PURCHASE (see section F for Covid -19 Loans)</p> <p>Please provide details of transactions which may have occurred: Legal Agreements Lease/Mortgage documents New Finance arrangements (if existing terms have changed) Hire Purchase Agreements</p>		
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D. VEHICLES

- Sole Trader Only

If it has been three years since you have completed a logbook, please do so now.
 If more than one vehicle, list all vehicles below and the Business percentage use for each.

Business usage:	%	Vehicle Make
Business usage:	%	Vehicle Make

- Companies Only

Vehicles owned by Companies are covered under FBT rules (Fringe Benefit Tax).

Is there more than 1 vehicle available for private use?	Please Indicate:	Y	N
If Yes , are there any days the business vehicle (s) are available for private use? Advise which vehicles and which days:	Private Use Days:		

E. GOODS AND SERVICES TAX								
Copies of all returns filed and worksheets during the year, including the return spanning the end of year balance date. (Please provide your worksheets).						Y	N	
Has there been any one-off adjustments made during the tax year? If Yes , please provide the date and nature of the adjustment. (ie. Sale of vehicle, adjustment from last year.)			Adjustments:					
F. COVID 19								
WAGE SUBSIDY AND RESURGENCE PAYMENTS (Either paid to owner or to employees) Please let us know of any payments received since the start of COVID.						Y	N	
COVID 19 Wage Subsidies		Date Banked:		Amount Received:				
Owners								
Employees								
Covid 19 Small Business Loan		Loan Received:		Amount Borrowed:		Balance at 31 March 2021		
G. CASH ON HAND Cash float/cash sales prior to balance date not yet banked as at 31 March 2021. NB. This is not your bank balance						Amount:		
H. ACCOUNTS RECEIVABLE (DEBTORS) - INVOICES/MONEY <i>OWING TO YOU AT BALANCE DATE</i> Schedule of Individual accounts which make up this total. (Please specify whether GST is included or not)						GST Included?	Y N	
Invoice number/payee detail (Please list on back of this sheet if insufficient space)						Total Debtors Amount		
Are there any Bad Debts as at 31 March 2021?						Amount:	Y N	
I. TRADING STOCK ON HAND								
Stock should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at the lower of cost and market value. Please note that if stock is less than \$10,000 you have the option of using the same as the opening value.								
Stock on hand as at 31 March 2021.				Total \$		*GST Included? (Please Indicate)	Y N	
J. FIXED ASSETS								
Please supply full details of purchases greater than \$5000 until 16 March 2021 and \$1000 after that date and a copy of all invoices. (eg. vehicle, equipment, computer etc.) Please advise whether New or Used. (GST Exclusive) Full details of all fixed assets sold - including trade-ins. Please advise if any assets need to be scrapped (refer last year's asset schedule)								
Date of Sale	Asset Description	Purchased	Sold	Write Off	Amount			

K. ACCOUNTS PAYABLE (CREDITORS) - ACCOUNTS OWING BY YOU AT BALANCE DATE:		GST Included? (Please indicate)	Y	N
Schedule of all outstanding amounts and full name of Creditor. Full details of what each payment was for (please specify whether GST included or not). i.e. Telephone Materials etc.				
Creditor Name (attach list)	What For?	Amount		
		\$		
		\$		
		\$		
L. HOME OFFICE/STORAGE AREA				
If you have a room set aside as a study or you use any part of your home for business purposes, please provide details of the following:				
Please indicate if there has been a change to your home office expenses or area:	NO CHANGE from last year		YES , it has changed from previous year (complete summary below)	
Indicate percentage of area used if different from prior year	Tick here Less	Tick here More	Percent	
Rates/Water rates			\$	
House Insurance (Home and Contents)			\$	
Interest Paid – Mortgage			\$	
Power			\$	
Rent Paid			\$	
Other			\$	
M. BUSINESS INCOME (NOT BANKED INTO BUSINESS ACCOUNT): Has all business banking been banked into your trading account during the year? Please provide details of any amounts which were not banked.			Total Not Banked at 31 March 2021 \$	
N. PERSONAL INFORMATION REQUIRED				
Income Received (Provide Advice Notices).			Y	N
1. Pensions or annuities (not NZ Superannuation)		Statements included:		
2. Interest and Dividends (Including Withholding Tax Deducted, Imputation Credits and Kiwi Saver Annual Summary)		Statements Included:		
3. PIE Income (See below Foreign dividends)		Statements included:		
4. Other e.g. Rental, Trust and Estate Income to be claimed.		Statements included:		
5. Any other income not already detailed. (Worldwide Income)		Statements included:		
6. Crypto Currency: (e.g. Bitcoin Please advise if purchased or sold in the year to 31 March 2021 as any profit is liable for income Tax.		Purchase Value	Sale Value	
7. Foreign Investment Funds and Foreign Dividends			Please Indicate:	
Foreign Investments Funds (certain Foreign Investments may fall under new tax rules)		If you have any of the following:		Please enclose investment statements including any documents for income received.
		a) Shares in a Foreign Company, Foreign Unit Trust or Managed International Portfolio. b) An Interest in a Life Insurance Policy issued by a foreign Company. c) An Interest in a foreign superannuation scheme d) You receive a pension or annuity from a foreign life insurance policy.		
8. Any dividends received or re-invested during the year to 31 March 2021.	At 01 April 2020 \$	At 31 March 2021 \$		
9. Donations: Please include your donation receipts.				

O. BRIGHTLINE INCOME (Capital Gains Tax)

Have you sold any property during the tax year (01 April 2020 - 31 March 2021)? **Excluding your family home**
This should include rental properties and holiday homes or bare land as we will need to check if there is any tax liability on any capital gain. Please provide property sale agreements (Solicitors Settlement Statement).

NB. If you are considering selling, please contact us first if you are concerned about your future tax liability.

P. WORKING FOR FAMILIES TAX CREDITS

Please indicate if you have received this before:

Y

N

Please indicate **as a household** how many per week hours you have worked this year. Please tick:

Hours: 0 to 20

Hours: 20 to 30

Hours: 30 and over

Child Name(s)

Date(s) of Birth

IRD Number(s)

1.

2.

3.

4.

OTHER PAYMENTS

Did your family receive \$5000.00 or more in total towards day to day living?

This includes amounts received and used to pay cost or paid directly for items such as:

Y

N

Payments from Insurance for loss of earnings/employment

Amount:

Payment of usual costs such as rent, phone, power, gas, water bills by someone else.

Amount:

Payment of children's private school fees

Amount:

Please include loans with no set date for repayment, with no or little interest. If so, please supply details. Do not supply Gifts such as Birthday or Christmas

Amount:

Q. ANYTHING ELSE NOT SPECIFIED

Please provide as much information below as you can.

(If you are unsure of anything please include information and clear explanation and we can advise you)

TERMS OF ENGAGEMENT

Weston & Associates Limited will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our service will not result in the expression of an audit or any other form of assurance on the Financial Statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect any fraud or error in the organisation.

a You must provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.

b The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by the Chartered Accountants Australia and New Zealand) when distributing the financial statements to third parties.

c If we sign any GST returns on your behalf, it is with your authority and as your duly authorised Accountant and is not in a capacity

as an employee. It is your responsibility to provide all relevant information to us when preparing your GST returns.

- d If not all of the receipts, invoices or vouchers are supplied to us we will assume that all receipts are held by you at the time of preparation of your Financial Accounts and GST returns.
- e **IMPORTANT** - If any part of this document is not completed, we will assume that the required figure is nil or this question does not apply to your business.

TERMS TO SERVICE

1. I / We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.
2. I / We hereby authorise Weston & Associates Limited to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department, (for all tax types), Registrar of Companies, from your Solicitor, Adviser, Employees, Bank or other financial institution and we hereby also authorise your Solicitor, Adviser, Employees, bank or other financial institution to supply such information.
3. I / We authorise Weston & Associates Limited to obtain and provide any information required under law, but not limited to Anti-money laundering and Terrorism Act Regulations.

If you have any questions, please discuss these with us before signing this checklist.

Print Name:	Signature:	Designation (e.g. Director, Owner, Partner, Trustee)	Date:
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***** PLEASE SEND US THIS QUESTIONNAIRE ONLY ONCE ALL DOCUMENTATION CAN BE SUPPLIED TO US.**