

(Xero clients) Company, Partnership or Sole Trader

Annual Financial Statements Questionnaire 2025

Please save to your computer, fill in and email back to this office with any other information required

CLIENT NAME:

ADDRESS:

Weston &
Associates Ltd
(Chartered
Accountants)

Any changes from previous to any contacts, please advise below

CONTACT PERSON:

MOBILE NUMBER:

PHONE NUMBER:

EMAIL ADDRESS:

ADDRESS:

Terms of Engagement

I/We hereby instruct you to prepare Financial Statements and Taxation Returns. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

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 fulfilling of any statutory audit requirements.

I/We understand your work can not be relied upon to detect error and fraud and that you accept no responsibility for the accuracy and completeness of the information supplied by me.

I/We further understand that the Financial Statements will be prepared at my request and for my purpose only and that you will not be liable for any losses, claims or demands by any third person.

Where GST Taxation return is included in this Engagement, then all payments to suppliers shall be deemed to include GST unless I have otherwise advised.

Weston & Associates Limited are hereby authorized to communicate with my bankers, solicitors, finance companies, tax pooling intermediaries and all government agencies to obtain such information as is required to carry out the above assignments.

I/We hereby agree to the Terms as above and confirm the information supplied is accurate and complete in all respects.

For us to start preparing your financial statements and tax returns, we need you to please sign this authorisation.

Signed:

Date:

Please make sure your records are for the entire financial year - 1 April 2024 to 31 March 2025

If you require any assistance, please call the office on 09 5280069

This Questionnaire has been provided to you on the basis that you use Xero to prepare your records.

Before the questionnaire is completed please ensure that the following has been completed:

1. All bank reconciliations have been completed at balance date
2. Accounts Receivable (Debtors) and Accounts Payable have been recorded and finalized in Xero.
3. Any bad debts have been written of in Xero by balance date or you let us know what these are.

Are you a Sole Trader or Partnership?

Yes

No

What Vehicle is used in the business

Is the vehicle of the type that is only suitable for the carriage of goods (not Passengers)

Yes

No

Has there been a change in the business percentage use of your car from last year

Yes

No

If yes what percentage is the vehicle used for business

(If you have not completed a log book please do so for at least 3 months to include business and private mileage.)

Buying/Selling Real Estate (Brightline Capital Gains Tax), or the sale of a

Enclosed

business or shares

- All documentation relating to the purchase, or sale of investments (shares, foreign investments, etc) Yes No
- All documentation including legal statements and Sale and Purchase Agreements for any Real Estate (including Holiday homes) Yes No
- All documentation including legal statements and Sale and Purchase Agreements for the purchase or sale of a business or shares in a business Yes No

Loans, Hire Purchase and Lease Agreements

Please provide the following records:

Enclosed

- | | | |
|--|-----|----|
| • Copies of any agreements that have been entered into during the financial year | Yes | No |
| • Confirmation of loan balances as at balance date | Yes | No |
| • Loan summaries showing interest & principal payments for the year | Yes | No |

Inventory or Work in Progress

The value of Stock on Hand at balance date was: Note: Original cost must be used as the value for all stock items **Inclusive/Exclusive of GST**

\$

Incl Excl

The value of Work in Progress at balance date was:

(Note: WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress payments. Profit margin should not be Included **Inclusive/Exclusive of GST**)

\$

Incl Excl

Accounts Payable (Creditors)

- | | | |
|--|-----|----|
| • Is this included in Xero | Yes | No |
| • If not please provide a printout, or a detailed list of all amounts owing at balance date (GST Inclusive) | | |

Accounts Receivable (Debtors)

Is this included in Xero Yes No

If not then please advise the amount owing to you at 31 March 2025 Including GST

- List of Bad Debtors - if not recorded in Xero, the total amount to be written off

Note : Bad debts must be written off before balance date, if you do not consider them to be collectable.

Assets (including vehicles)

Please provide the following records:

Enclosed

Purchases

- | | | |
|---|-----|----|
| • A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand | Yes | No |
| • Copies of invoices for any assets over \$1000 in value | Yes | No |

Sales

- | | | |
|---|-----|----|
| • A detailed list of any assets sold including the date sold and sale value | Yes | No |
|---|-----|----|

Disposals/Write Off's

- | | | |
|--|-----|----|
| • A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal | Yes | No |
|--|-----|----|

Goods and Services tax (GST)

Has Xero been used to prepare the GST returns

If not please provide your GST returns for the tax year, including a copy of your workings to support the figures

Enclosed

Yes No

Home and Office Allowance

No change to last year - use the same figure Yes or complete the information below

- | | | |
|---------------------|----------------------|---------------------------|
| • Body Corporate | <input type="text"/> | • Rates and Water Rates |
| • Insurance | <input type="text"/> | • Repairs and Maintenance |
| • Mortgage Interest | <input type="text"/> | • Rent (if not owned) |
| • Power and gas | <input type="text"/> | |

Note: If you have supplied details of your house and the area used for business purposes to Weston & Associates Ltd in prior years, and the details have not changed, you do not need to supply the following information.

- | | | |
|---|----------------------|----|
| • The total floor area of the house is: | <input type="text"/> | m2 |
| • The total floor area used for business purposes is: | <input type="text"/> | m2 |

Note: If repairs and maintenance total more than \$1,000.00 per item please provide invoices.

General - (to be completed in all cases)

Please provide the following records:

	Enclosed	
1. Copies of all Insurance/Work Place Accident Insurance/ACC invoices.	Yes	No
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000.	Yes	No
3. Details of the nature and value of any business goods taken for personal use during the financial year.	Yes	No
4. Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust	Yes	No
5. Details of any deposits received from customers/clients for goods not supplied at balance date.	Yes	No
6. Details of any business expenses paid via a credit card or private funds which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified.	Yes	No
7. Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year.	Yes	No

Cash on Hand

Please provide the following records

- Total sales not banked (cash, cheques, eftpos) at balance date were:
- Total cash floats at balance date were:
- Total petty cash on hand at balance date was:

\$
\$
\$

Interest and Dividends

Please provide the following records

Enclosed

- A copy of all Resident Withholding Tax certificates received
- A copy of all Dividend Statements received:

Yes	No
Yes	No

*Your time and effort in completing this form is much appreciated
by the team at Weston & Associates Limited,
Chartered Accountants*