

# Company, Partnership or Sole Trader

## Annual Financial Statements Questionnaire 2024

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 2023 to 31 March 2024***

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

**Has the nature of your business changed in any way during the last 12 months?**

If **YES**, please provide details.

Please also provide details of anything else we should be aware of in relation to the preparation of your accounts.

**What accounting systems have you used during this financial year?**

**Computer Programme**

Xero

Myob

Other please specify

**Manual Cashbook (Excel) or bank records**

Enclosed

Please provide the following records:

- |   |     |    |
|---|-----|----|
| • Your cashbook (if one is kept - for example Excel)    | Yes | No |
| • Bank reconciliation as at balance date (if completed) | Yes | No |
| • Bank Statements for the full year                     | Yes | No |

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

Enclosed

- |  |     |    |
|--|-----|----|
| • 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)

Please provide:

Enclosed

- |   |     |    |
|---|-----|----|
| • Either your system printout, or a detailed list of all amounts owing at balance date <b>(GST Inclusive)</b> | Yes | No |
|---|-----|----|

The total payables as at 31 March 2024 was:

\$

### Accounts Receivable (Debtors)

Please provide the following records:

Enclosed

A list from your computer system for Accounts Receivable **(incl GST)** or

- |   |     |    |
|---|-----|----|
| • A detailed list of all amounts due to you at balance date <b>(incl GST)</b> | Yes | No |
| • List of Bad Debtors - if not recorded in your accounting system             | Yes | No |

The total of all Accounts Receivable as at 31 March 2024 was:

\$

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)

**Note:** If Weston & Associates Limited did not prepare GST Returns on your behalf, please supply details supporting the figures of your GST Returns

Please provide the following records:

Enclosed

- |   |     |    |
|---|-----|----|
| • A copy of all workings supporting the figures on your GST returns | 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

### Working For Families (WFFTC) - If Applicable

- As a household, how many hours per week on average did you work?

- Please supply a list of your Children's Names, Dates of Birth and IRD Numbers

Names	Date of birth	IRD Number
•		
•		
•		

### 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*