Financial Statements Questionnaire – 31 March 2025

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2025	Email:	

To: Smith Mitchell Limited

Terms of Engagement

I/We hereby instruct you Smith Mitchell Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2025 . 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 1.5% 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as 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 MyACC for Business. 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.

Name	**IRD Number**	**Signature**	**Date**

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 ☐ No ☐ (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Records Required	✓	Comment
Bank Statements, Cash books, etc		
Where an **online accounting system** is used (e.g. Banklink / Xero / MYOB), please provide: ▪ Final bank statement for the year for all bank accounts Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following: ▪ General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet, GST Reconciliation. ▪ Copy of bank reconciliation as at balance date for all bank accounts. ▪ Final bank statement for the year for all bank accounts Where a **Cashbook (computerised / manual)** or **no system** is used, please provide: ▪ Cashbook (if one is kept, including one-month past balance date) ▪ Copy of bank reconciliation as at balance date for all bank accounts ▪ Bank statements for the full year for all bank accounts **Note**: If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.	☐ ☐ ☐	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.	☐	
Employers – Wages paid to Employees		
Supply a month-by-month summary of gross wages, termination or incentive payments and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).	☑	
Covid-19 Wage Subsidy and other Covid-19 support payments		
If you have received the Covid-19 Small Business Loan, have any interest payments and / or repayments been made? Date rec: __/__/__ $_______________ Date rec: __/__/__ $_______________ Date rec: __/__/__ $_______________ Date rec: __/__/__ $_______________	☐	

Have any amounts of Covid-19 support payments been repaid back? Please provide details of payment and reason for repayment Date paid back: __/__/__ $_______________ Reason: ____	☐	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	☐	
Goods & Services Tax (GST) Returns		
Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.	☐	
Interest and Dividend Certificates		
Supply copies of certificates.	☐	
Lease Details		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).	☐	
Foreign Income		
Details of any foreign income received, and any tax deducted from this.	☐	
Accounts Receivable (Debtors) – see attached Schedule 1		
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.	☐	Total at Balance Date: $ ____________________ **GST Included** ☐ **Excluded** ☐
Accounts Payable (Creditors) – see attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.	☐	Total at Balance Date: $ ____________________ **GST Included** ☐ **Excluded** ☐
Cash on Hand		
*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)	☐ ☐ ☐	
Stock on Hand		
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.	☐ ☐	Valued at lower of: ▪ cost ☐ ▪ net realisable value ☐ ▪ market value ☐ $______________ GST Included ☐ Excluded ☐

Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated? ____ ____	☐	$______________ GST Included ☐ Excluded ☐
Prepayments Made Balance of any payments made before balance date for goods or services not received or used by balance date.	☐	$______________ GST Included ☐ Excluded ☐
Income in Advance Balance of any receipts received before balance date for goods or services not provided by balance date.	☐	$______________ GST Included ☐ Excluded ☐
Capital Expenditure		
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:	☐	
▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Insurance pay out ▪ Copy of Tax Invoices	☐ ☐ ☐ ☐ ☐ ☐ ☐	
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes ☐ No ☐ If No, list amounts not banked and when they were lodged: ____ ____ ____		Personal $____________ Business $____________ Other bank accounts $____________
Other Taxable or Non-Taxable Income		
Did you receive income from any other sources either taxable or non-taxable? If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).	☐	
Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans.	☐	
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: ▪ Insurance premiums ▪ Legal fees	 ☐ ☐	
Private Use		
Value of goods taken for private use at their **cost** price.	☐	**$**______________GST Incl ☐ Excl ☐
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	☐	

Residential Land Withholding Tax		
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.	☐	
Residential property sales		
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 with 10 years of the sale date,		
• what was the original purchase price		$ ____________________
• and the sale price?		$ ____________________
Mortgage Interest Paid on Residential Properties		
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid. * A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020	☐	
Research and Development		
Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure	☐	

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:

Address for Home Office ____

Home Office area: - no change as per previous year ☐

OR

Area used for Business: __________ m²

Total Area of House & Workshop: __________ m²

Actual Cost Method		OR IRD Square Metre Rate Method (see below note)*	
Power	$__________		
Insurance (Building & Contents)	$__________		
Interest (House Mortgage)	$__________	Interest (House Mortgage)	$__________
Rates (including regional council rates)	$__________	Rates (including regional council rates)	$__________
Rent	$__________	Rent	$__________
Repairs & Maintenance	$__________		
Telephone rental	$__________		
Other	$__________		
Total	**$__________**		

**Would you like to use the IRD rate? Visit the IRD website for the current rate. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.*

Mixed Use Holiday Home

☐

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes ☐ No ☐

If yes, provide details of property:____

____

Was the property empty for 62 days or more in the income year? Yes ☐ No ☐
If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year __________

The number of days the asset was used by family or associated persons* during the income year
OR where income from any person received was less than 80% of market rate __________

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

☐

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: ______________________________

Relationship to owner (if any): ______________________________

Amount of rent they paid: $______________

Dates rented (From: To) ____

☐

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	$______________
Cost of repairing damages caused by tenants	$______________
Number of days spent in the property while repairing damages caused by tenants	______________
Mortgage interest	$______________
Rates	$______________
Insurance	$______________
Repairs/maintenance for general wear and tear	$______________

Other (please give details) : ____

Mixed Use Boat or Plane

Does this entity have a boat or plane (with a market value of $50,000 or greater), that is used privately and also to derive income? Yes ☐ No ☐ ☐

If Yes, provide details:

Description: ____

Market value: $_______________

Was the asset unused for 62 days or more in the income year? Yes ☐ No ☐

If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Boat or Plane – Information Required

The number of days the asset was **unused** during the income year _________

The number of days the asset was used by family or associated persons* during the income year OR where income from any person received was less than 80% of market rate _________

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: _________________

Income received: $_________________

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required): ☐

Cost of advertising for hireage	$________________
Cost of repairing damages caused by hireage	$________________
Operating costs / supplies	$________________
Insurance	$________________
Repairs/maintenance for general wear and tear	$________________

Other (please give details)

____

Cryptoassets

Have you received 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

Thank you for completing this questionnaire - don't forget to sign it

Smith Mitchell

CHARTERED ACCOUNTANTS

Schedule 1 – Accounts Receivable (Debtors)
Amounts owing to you at 31 March 2025

Client Name	

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	

Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at 31 March 2025

Client Name	

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	