

Dear Valued Client

Annual Questionnaire

In preparation for the processing of your annual accounts and income tax returns, please find attached your annual questionnaire for the 2020/2021 year. This document plays a very important role in enabling us to complete your annual accounts in a timely manner.

We are unlikely to start work on your behalf without this documentation. Please note that further information may be required once we start work on your accounts. It is important that you take the time to review the attached forms carefully and complete all parts as best you can.

Please include all receipts, interest and dividend certificates, a copy of all bank statements for the year (including covering 31 March), copies of any sale and purchase agreements, settlement statements and any other documents as outlined in the questions below.

Once the forms are completed, either:

1. Post it back to:

Finnz Chartered Accountants
PO Box 17
Te Awamutu 3840

OR

2. Scan and email to admin@finnz.co.nz

Should you have any questions about this document please do not hesitate to call the office and speak to the accountant looking after your file.

We look forward to receiving your documents back in due course.

Kind Regards,

The Team at Finnz Chartered Accountants

ANNUAL QUESTIONNAIRE 2020 / 2021 YEAR

Please complete all appropriate sections of the questionnaire. Please attach supporting information, such as invoices, receipts or other agreements wherever possible.

1. Client Information

Before we get into the accounts information, please help us ensure all our information for you is up-to-date.

| | | | |
|--------------------------|--|----------------|--|
| Trading Entity Name: | | | |
| Postal Address: | | | |
| Physical Address: | | | |
| Phone Number: | | Mobile Number: | |
| Email: | | | |
| Nationality: | | | |
| Date of Birth: | | | |
| Nature of your business: | | | |
| Solicitor: | | | |
| Bank Manager: | | | |

2. Children under 19 years of age on 1 April 2020 (and in your care during the year)

| Name | Date of Birth | Date Left Secondary School |
|------|---------------|----------------------------|
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(This allows us to calculate any Working For Families Tax Credits)

3. Details of assets purchased or constructed during the year

Purchases:

Include Vehicles, Plant, Land, Buildings or Office Equipment costing over \$500 (GST exclusive). Attach any relevant agreements/invoices.

| Date | Description | Purchased From | Cost including GST | Trade-in asset* | Private Use % |
|------|-------------|----------------|--------------------|-----------------|---------------|
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*If you traded in another asset at the time of purchase, please include details under section 4 below.

Constructed Assets:

Have you constructed any assets during the year, or are in the process of constructing an asset at your balance date? If so, please include any construction contracts.

Description of Asset _____

Cost of Materials \$ _____ (GST exclusive)

Cost of Labour \$ _____ (GST exclusive)

4. Details of any assets disposed of or discarded during the year (including trade-ins)

| Date | Asset sold | Sold to | Price |
|------|------------|---------|-------|
| | | | |
| | | | |
| | | | |

If you have sold any rental property, please include the Sale and Purchase Agreement and settlement statement from your lawyer.

5. Loans borrowed or given

Made by you to someone else during the year Received by you from someone else during the year

To: _____

From: _____

Amount: \$ _____

Amount: \$ _____

Date: _____

Date: _____

Security: _____

Security: _____

Repayments Due: _____

Repayments Due: _____

6. Accounts Receivable and Accounts Payable at Balance Date (or provide separate lists)

Accounts Receivable – Money owed **to you** for unpaid rent

| Owed By | Rental Property | \$ Amount |
|---------|-----------------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |

**If you have an electronic cashbook or accounting system, please include a copy of your debtors list.*

Accounts Payable – Money owed **by you** for expenses incurred prior to your balance date

| Owed To | Type of Expense | \$ Amount |
|---------|-----------------|-----------|
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| | | |

7. Business Income

Was all rental income banked into your business account? Yes / No

If not, please supply full details of the amounts put to personal bank accounts or business or personal expenditure:

Please be advised that the Inland Revenue is looking into cash dealings and we advise that if you have received any cash during the last financial year that you note this above.

Were any rental expenses paid through a personal account? Yes / No

If yes, please provide full details and attach invoices/receipts:

Were there any periods during the financial year when your rental property was not available for rent?

If yes, please provide dates and explanations:

8. Investments

Please provide details of any shares purchased or term deposits made during the year.

| Date Purchased / Invested | Name of investment and quantity or bank | Amount Invested |
|---------------------------|---|-----------------|
| E.g. 4/9/2019 | BNZ Bank – Term Deposit | \$10,000 |
| OR 5/01/2020 | 1000 Mighty River Power Shares | \$2,500 |
| | | |
| | | |
| | | |
| | | |

Please provide details of any shares sold during the year

| Date Sold | Name of investment and quantity or bank | Amount Received |
|-----------------|---|-----------------|
| E.g. 31/01/2020 | 1000 Genesis Energy Shares | \$2,600 |
| | | |
| | | |
| | | |
| | | |

Please include any share transaction statements from Computershare or Link Market Services.

If you have a share portfolio with an investment adviser (eg Craigs, Forsyth Barr etc) please provide a copy of their Taxation Summary.

9. Capital / Significant changes

Please provide details of any changes made to the structure of your business. E.g. shares transferred, changes in trustees etc.

Companies only – Please provide the details of any new shares issued.

Date issued: _____ Amount per share: \$ _____

Number Issued: _____

10. Business Use of Private Assets

Home Office

If a portion of your house is set aside exclusively for business use, you can claim a portion of the related costs as a business expense.

Area of dwelling set aside for business use: _____ m²

Total area of dwelling: _____ m²

Please supply details of house costs such as:

- Electricity;
- Gas;
- Rates;
- Insurance (house and contents);
- Repairs to office;
- Cleaning; and
- Mortgage interest or rent paid.

Use of Private Car

If you have used your personal car for inspecting a rental property or undertaking repairs, please provide the total kilometres travelled:

_____ km

Thank you for taking the time to complete this questionnaire