

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.

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

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

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

(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 %

*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 properties, 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

To: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Received by you from someone else during the year

From: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

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

Accounts Receivable – Money owed **to you** for goods and services sold prior to balance date

Owed By	Item or Service Sold	\$ 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

7. Private Use of Motor Vehicles

If you used a business vehicle for private purposes, enter the distances for the vehicle below and the period for which you used the log book.

Motor Vehicle	Total Distance for Period	Business Distance for Period	Business %	Log Book Period

8. Stock on Hand at Balance Date

Please enter the total value of stock that you have on hand at balance date:

\$ _____ (GST exclusive)

Was the above amount determined by: **Stock count** or **Estimate** (circle one)

9. Business Income

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

If not, please supply full details of the amounts put to personal bank accounts or to 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 business expenses paid through a personal account? Yes / No

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

10. 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: _____

11. 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.

12. 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 your house set aside for business use: _____ m²

Total area of your house: _____ 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 business purposes, please provide the total kilometres travelled:

_____ km

Thank you for taking the time to complete this questionnaire