

Dear Valued Client

Finnz – Annual Accounts and Questionnaire

The end of the financial year is approaching and in preparation for the processing of your annual accounts and returns of income, please find attached your annual questionnaire for the 2017 / 2018 year. This document plays a very important role in enabling us to complete your annual accounts in a timely manner.

It is essential that we receive back from you both pages 2 & 3 completed in full and signed.

We are unable to complete any work on your behalf without this documentation. Please take the time to review the attached forms carefully and complete these in their entirety.

Please include all receipts, interest and dividend certificates, a copy of your final bank statement (covering 31 March), all other bank statements (if we do not have these electronically), copies of any sale and purchase agreements, settlement statements, and any other financial papers 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

Client Written Authority Form (IRD & ACC, Bank and Other Institutions)

I, _____ in my capacity as an individual and/or on behalf of an entity listed below:

Name of Individual/Entity

IRD Number

_____	_____
_____	_____
_____	_____
_____	_____

give Finnz Ltd (t/a Finnz Chartered Accountants or “Finnz”) permission to act on my behalf or the entities named above as tax agent for the following tax types:

All tax types

OR

GST

PAYE and associated tax types

Income Tax

Fringe benefit tax

I authorise the tax agency to prepare, submit and sign tax returns on my behalf.

I would like Inland Revenue correspondence to be sent to:

Finnz’ postal address

OR

My current postal address

I understand that this written authority gives my consent to the above entities being linked to the Finnz tax agency client list which entitles Finnz to full access to any information held by Inland Revenue and gives the ability to modify customer details for linked tax types.

When we are preparing your Financial Statements, we may need to obtain information from your Bank, Stock Firm, Dairy Company or other businesses who are all bound to secrecy by the Privacy Act. If this happens we need to have your written authority to access this confidential information.

To Finnz Chartered Accountants

1. I undertake to supply all information that you may require to prepare my / our Income Tax Returns and / or Financial Statements.
2. I hereby authorise Finnz to obtain any information required for this purpose, from my Bank or any other business or person.
3. I authorise Finnz to prepare financial statements on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act from the information and records I have supplied to you. I instruct you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Accident Compensation Corporation

You authorise our organisation to act as your agent for ACC levy purposes for all associated entities. This authorisation allows our organisation to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow our organisation’s main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account.

These authorities are valid indefinitely until they are cancelled by Finnz Chartered Accountants or by myself as requested by either party at their discretion.

Signed: _____

Name: _____

Date: _____

Signed: _____

Name: _____

Date: _____

Signed: _____

Name: _____

Date: _____

ANNUAL QUESTIONNAIRE 2017 / 2018 YEAR

Trading Entity Name: _____

Postal Address: _____

Physical Address: _____

Phone Number: _____ Mobile Number: _____

Fax Number: _____ Skype Name: _____

Email: _____

Solicitor: _____ Bank Manager: _____

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

Children under 19 years of age on 1 April 2017 and in your care at any time during the year

This allows us to calculate any Working For Families tax credits.

Name	Date of Birth	Date Child Left Secondary School

Details of assets purchased or constructed during the year

Include Vehicles, Plant, Land & Buildings, Office Equipment costing over \$500 GST exclusive

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 3 below.

Have you constructed any assets, or are in the process of constructing an asset?

Description _____

Cost of Materials \$ _____ (GST exclusive)

Cost of Labour \$ _____ (GST exclusive)

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

Date	Asset sold	Sold to	Price including GST

Private Use of Motor Vehicles

For each vehicle with any amount of private use, work out the business travel from your log book

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

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

Accounts Receivable – Money owed **to you** for stock, goods or services sold prior to your balance date

Owed By	Item or Service Sold	\$ Amount including GST

**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 including GST

Stock on Hand at Balance Date

Stock on Hand: \$ _____ (GST exclusive)

Please include a copy of your Stock list (Inventory on Hand List) if you have an electronic inventory system

Goods Taken for Private Use

Please provide details of any goods taken from the business for private use. Include product/asset details and the cost of the items. **Please note that a GST adjustment is required for goods taken for private use**

Description of the Goods	\$ Amount (GST Inclusive)

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 business or personal expenditure:

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

If yes, please provide full details.

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.

Business Investments

Please provide details of any share or term deposits made during the year and the year-end balance.

Date Purchased / Invested	Name of investment and quantity or bank	Amount Invested or Share Price
E.g. 4/9/2017	BNZ Bank	\$10,000
OR 5/01/2018	Mighty River Power Shares - 1000	\$2.50 per share

Please provide details of any shares sold during the year (if any)

Date Sold	Name of investment and quantity or bank	Amount Received and Sale Price Per Share
E.g. 31/01/2017	Mighty River Power Shares - 1000	\$2.60

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

Please provide details of any purchase or sale of a rental property. Include the Sale and Purchase Agreement and settlement statement from your lawyer.

Date Purchased or Sold	Address of Property	Amount
4/10/2017	80 Market Street, Te Awamutu	\$500,000

Loans

Made by you during the year

To: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Made to you during the year

From: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Related companies or trusts (e.g. related to you or family members)

Please advise any amount(s) owing to your company or trust by related entities: \$ _____

Capital / Significant changes

Please provide the details of any new shares issued (companies only).

Date issued: _____

Amount per share: \$ _____

Number Issued: _____

Were there any changes in the nature of your business during the year? If yes, please provide full details:

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 business purposes, please provide the total kilometres travelled for business:

_____ km

Thank you for taking the time to complete this questionnaire