

Dear Valued Client

Finnz Chartered Accountants – Annual Questionnaire for your completion

Please find attached your annual questionnaire for the 2016 /2017 year.

This document plays a very important role in enabling our firm to complete your annual accounts on your behalf in a timely manner.

It is essential that we receive pages 2 & 3 completed in full and signed back from you along with the completed annual questionnaire.

Please take the time to review the attached forms and complete these in their entirety.

Once done either:

Post it back to

Finnz Chartered Accountants
PO Box 17
Te Awamutu

or

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 Financial Institutions)

I, _____ in my capacity as an officer or as an individual listed below:

Name of Individual/Entity

IRD Number

give Finnz Chartered Accountants (090-352-580) permission to act on my or the above named entity's behalf 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 elect for Inland Revenue correspondence to be sent to:

Finnz Chartered Accountants postal address **OR** Continue to send to my current postal address

I understand that this written authority consents to Allan Spice linking me to the Finnz Chartered Accountants tax agency client list which entitles this tax agency to full access to 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 additional 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 Refunds and / or Financial Statements.
2. I hereby authorise Finnz Chartered Accountants to obtain any information required for this purpose, from my Bank or any other business or person.
3. I authorise Finnz Chartered Accountants 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 organisations' 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.

Name: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

ANNUAL QUESTIONNAIRE 2016 / 2017 YEAR

Name: _____

Postal Address: _____

Physical Address: _____

Phone Number: _____ Mobile Number: _____

Fax Number: _____ Solicitor: _____

Email: _____ Bank Manager: _____

Please complete all appropriate sections of the questionnaire. Please attach additional information if required.

Nature of Business

Were there any changes in the nature of your business during the year?

If yes, please provide full details:

Changes in Business Productive assets

No changes – please go to point 2

Details of assets purchased during the year

(including Vehicles, Plant, and Land & Buildings. Office Equipment costing over \$500 GST exclusive)

Date Purchased	Description	Purchased From	Cost including GST	Trade-in details (if any)	Private Use %

Details of any assets sold or discarded during the year

Date Sold / Discarded	Description	Price including GST

If during the year you constructed an asset please provide a brief description below and a team member will request any required details:

Changes in Business Investments and Loans made

No changes – please go to point 3

Loans Made by you during the year (if any)

To: _____ Amount: \$ _____

Date: _____ Security: _____

Repayments Amount: _____ Repayments Due: _____

Share and Bank Investments made during the year (if any) and year end balance

Date Purchased / Invested	Name of investee and quantity or bank	Amount Invested or Share Price
Eg. 4/9/2016	Bnz Bank	\$10,000
OR 5/01/2017	Mighty River Power Shares - 1000	\$2.50

Shares sold during the year (if any)

Date Purchased / Invested	Name of investee and quantity or bank	Amount Invested or Share Price
31/01/2016	Mighty River Power Shares - 1000	\$2.60

If you have a share portfolio with Craigs or another fund manager please provide a copy of the Taxation Summary

Rental Property – any purchase or sale – Please include a Sale and Purchase Agreement

Date Purchased or Sold	Address of Property	Amount
4/10/2015	486 Alexandra Street, Te Awamutu	\$100,000

Stock and Accounts Receivable

Accounts Receivable – (Money Owed to you by your customers at Balance Date)

Owed By	For	\$ Amount GST Inclusive

Please include a copy of your Debtors List (Accounts Receivable List) if you have an electronic cashbook.

Stock on Hand at Balance Date

(a) Stock on Hand: \$ _____ (GST exclusive)

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

Loans owed from related Companies or Trusts (These can be your companies or Trust or Family members)

Please advise any amount owing to your company or Trust by related entities: \$ _____

Changes in Business Financing and Capital Structure

No changes – please go to point 5

Loans drawn down by you during the year (if any)

Borrowed From: _____ Amount: \$ _____

Date: _____ Security: _____

Repayments Amount: _____ Repayments Due: _____

New Shares issued (Companies Only)

Date Issued : _____ Amount per share: \$ _____

Number of Shares Issued : _____

Accounts Payable

Accounts Payable – (Money Owed by you for Expenditure Incurred Prior to Balance Date)

Owed To	For	\$ Amount GST Inclusive

Private Portion of Business Assets

Private Use of Motor Vehicles (Work out from your log book distance for each vehicle for which there is private usage)

Motor Vehicle	Date Log Book Kept	Business %	Business Distance for Period of the Logbook	Total Distance for Period of the logbook

If your motor vehicle is in a sole trader, partnership or Look through company business you must complete a log book every 2 years.

If you have an ordinary company a log book is not required.

Goods Taken for Private Use

Provide details of goods taken for private use. Include products/assets and cost of items:

Description of the Goods	\$ Amount GST Inclusive

Business Income

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

If not, please provide the amount banked privately: _____

Were any expenses paid through a personal account or from Cash income? Yes / No

If yes, please provide full details on a separate sheet

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 use of Private Assets

Use of Private Dwelling for Business Use (i.e. Home Office)

If a portion of your private dwelling is set aside for business use, you are able to 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 domestic costs such as power, other heating sources, rates, insurance – house and contents, repairs to office, cleaning, and mortgage interest or rent.

Use of Private Car

If you have used your personal car for business please provide the total kms travelled for business _____ km

Working for families and Children matters

Children under 19 years of age on 1 April 2014 (and in your care at any time during the year)

Name	Date of Birth	Date Left Secondary School

Thank you for taking the time to complete this questionnaire