



Annual Questionnaire

NAME:

BALANCE DATE: (**please circle one**) 31 MARCH 2024 31 MAY 2024
 30 JUNE 2024 30 SEPTEMBER 2024

E-MAIL:

TELEPHONE NO: HOME: WORK:

1. Records Required

If not using computer software:

- All paid invoices/receipts (preferably filed in alphabetical or payment order.) ☺

If using computer software:

- USB back up (cashbook) OR print out of Summary Report, Trial Balance, General Ledger/Details Report, Transaction Report/Audit Trail OR hard copy of Accountants Reports per software recommendations.
- All paid invoices (preferably filed in alphabetical or payment order). ☺
- If using MYOB/Xero please ensure expenses have documents attached if possible.

Further records required: (regardless of whether using computer software or not)

- Bank Statements – All business accounts (including savings, term deposits)
- Mortgage/Loan Statements
- All stock income and dairy statements
- Day books and petty cash books
- GST Returns (work-papers and copy of returns)

2. Accounts Payable/Creditors (Money owed by you at balance date)

\$.....GST incl **Yes/No**

Supply statements/invoices.

3. Accounts Receivable/Debtors (Money owed to you at balance date)

\$..... GST Incl *Yes/No*

Supply a list of Debtors and amounts owed from your sales dockets and invoice books.

4. Stock on Hand at Balance Date

- Raw Materials \$ **GST Incl/Excl**

- Retail Stocks \$ **GST Incl/Excl**

- Consumable Aids \$..... **GST Incl/Excl**

Basis of Valuation: *Retail Value/Cost Value*

5. Work in Progress at balance date

\$ **GST**

Incl/Excl

6. Cash on Hand \$ Last Banking: \$ Date:

(incl cash floats, Eftpos/Visa/Amex and cash sales prior to balance date but not banked until after balance date)

7. Do deposits/banking include other than Sales/Debtors? (if so please indicate clearly on the bank statement)

e.g.	Tax Refunds	Sale of Assets	Rent
	Loan Monies	Commission	Interest
	Dividends	Other	

8a. Were any Personal Drawings taken out of Sales and not banked?

Yes / No

Amount: \$

8b. Were all takings banked into your business bank account?

Yes / No

If not, enter amounts not banked but applied:

- For personal expenditure: \$

- For business expenditure (list expenses) \$

- Lodged in other bank accounts (give details) \$

9. Cash Transactions

Yes/No

- Payments out of Personal Cash
- Payments out of Personal Bank Account

10. Business Use of Motor Vehicles

- Log Book Kept? *Yes / No* If *Yes* please supply book,
- Usual Suppliers of Fuel, etc
- Percentage Split between Car, Ute, etc

11. Major Repairs (eg. Buildings, plant, property development, vehicles)

Details.....
.....
.....
.....

Date Work Done

.....

Major Suppliers

.....

12. Rent Received

- Details of Property Location and Rent Received.
- Where are the Expenses Paid From?

13. Home Office Expenses? Same area as in prior year? If new, details of total area and office area. Please supply the following details:

Expenditure incurred on Dwelling: (if paid from business account these should be clearly identified)

Rates \$.....

Insurances \$.....

Interest on Mortgage \$.....

Telephone \$.....

Power and Heating \$.....

Other \$.....

(Documents should be available if required)

Total Area of Home/Workshop

Total Area of Office

Total Area of Workshop

14. Capital Expenditure during Year:

Additions

Asset Description: Cost \$.....

Trade-In? Yes/No Details of trade in:

HP Agreement? Yes/No Please attach if yes

If land or building purchased please attach Lawyer Settlement Statement

Additions

Asset Description: Cost \$.....

Trade-In? Yes/No Details of trade in:

HP Agreement? Yes/No Please attach if yes

If land or building purchased please attach Lawyer Settlement Statement

Sales

Asset Sale Price/Traded Where Banked

15. Goods or Materials taken for own use. Yes / No Amount

\$.....

16. If Capital Asset Constructed with own Employees' Labour:

- Cost of Labour

- Cost of Materials

17. Receipts for Charitable Donations (Over \$5.00). Must now be claimed directly by yourself on a separate donation claim form (IR526)
- Attach Receipts if you would like us to complete this for you.

18. Family Support? Any Received? *Yes / No*
(Working For Families / in work Tax Credit)
Children's Names, Dates of Birth and IRD Numbers:

.....
.....
.....

No. of Children still at School

.....

19. Any Overseas Income? *Yes / No*
Please supply details.

20. Were you absent from New Zealand during any part of the year or unemployed?
Details of Period you did not work.

.....

21. Income from Partnership Trust/Estate *Yes / No*

.....

22. Change of Address (NB. Company Clients please advise change of address of any Director or Shareholder)

ADDITIONAL SERVICES

GST Returns

Wages & PAYE

Monthly Management Reporting

TERMS OF ENGAGEMENT

Howlett Dalzell Accountancy Services Ltd will compile your financial statements, in accordance with the standards applicable from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Our services cannot be relied upon to detect fraud in your organisation.

Our obligations are to:

1. Accurately compile the financial information with due professional care.
2. Process the information in an effective and efficient manner.
3. Respect confidentiality of the information acquired in the course of our work.
4. Provide assistance in meeting tax obligations, including advice on payments and/or reminder letters re taxes due.

It is understood and agreed that:

1. You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all relevant records and information. This includes information supplied to us for the preparation of Goods and Services Tax Returns.
2. The responsibility for the accuracy and completeness of assertions in the financial statements remains with you.
3. The responsibility for paying the correct tax on time rests with the taxpayer and not **Howlett Dalzell Accountancy Services Ltd** as agents.

If you have any questions please discuss with us before signing this questionnaire

SIGNED:

DATE:

※ Thank you for taking the time to fill in this questionnaire ※





FARMERS Please complete both pages of this form

(This is very important as Inland Revenue request this to confirm your livestock numbers during audits)

A Numbers on hand at balance date:



DAIRY CATTLE

Breed	Friesian	Jersey	Mixed
MA Cows			<input type="text"/>
Rising 2yo Heifers			<input type="text"/>
Rising 1yo Heifers			<input type="text"/>
Rising 3yo Steers &/or Bulls			<input type="text"/>
Rising 2yo Steers &/or Bulls			<input type="text"/>
Rising 1yo Steers &/or Bulls			<input type="text"/>
Breeding bulls			<input type="text"/>
Total			<input type="text"/>

BEEF CATTLE

MA Cows	<input type="text"/>
Rising 2yo Heifers	<input type="text"/>
Rising 1yo Heifers	<input type="text"/>
Rising 3yo Steers &/or Bulls	<input type="text"/>
Rising 2yo Steers &/or Bulls	<input type="text"/>
Rising 1yo Steers &/or Bulls	<input type="text"/>
Breeding bulls	<input type="text"/>
Total	<input type="text"/>

SHEEP

Breeding Ewes	<input type="text"/>
2th Ewes	<input type="text"/>
Wethers	<input type="text"/>
Ewe Hoggets	<input type="text"/>
Wether Hoggets	<input type="text"/>
Rams	<input type="text"/>
Lambs	<input type="text"/>
Total	<input type="text"/>

DEER

Breed	
MA Hinds	<input type="text"/>
Rising 2yo Hinds	<input type="text"/>
Rising 1yo Hinds	<input type="text"/>
Breeding Stags	<input type="text"/>
Rising 2yo Stags	<input type="text"/>
(Non Breeding) R1yo Stags	<input type="text"/>
Total	<input type="text"/>

B Stock losses during the year:

Cows Sheep Deer

C Stock bred during the year (excluding bobby calves):

Calves Lambs Fawns

D Livestock Reconciliation

(Details from your stock book)

	Cattle	Sheep	Deer
Total Number on hand at start of Year <i>(refer last year financial reports)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total purchases for this year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total bred <i>(per C, excluding bobby calves)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total known deaths	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total number on hand at end of year <i>(per A totals)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL *	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** These totals should agree, if not enter the difference below:**

Loss:	Unaccounted for	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surplus:	Unaccounted for	<input type="text"/>	<input type="text"/>	<input type="text"/>

E Number of bales of wool unsold at balance date:

Estimated Value \$ _____