

location Level 3, 16 College Hill, Freemans Bay, Auckland **post** P.O. Box 7227, Wellesley St, Auckland 1141,
New Zealand **p** 09 379 8410 **www.lockandpartners.co.nz**

**REQUEST FOR BALANCE DATE
AND ANNUAL ACCOUNTS INFORMATION**

As you are aware, we will require certain information as at the end of your financial year to assist us in preparing your annual Accounts, Balance Sheets and Taxation Returns. It is often difficult to search back and find this information, but if the details are noted at Balance Date the task is much easier.

To assist you in this we have listed below the various types of information we require and would point out that not all the following questions will apply to your business.

Penalties that apply to all Tax Returns and tax payments are being strictly applied by the Inland Revenue Department and, to protect both you and ourselves from the consequences of any innocent errors that can occur in the preparation of a Taxation Return, we require that you complete this questionnaire.

As you will appreciate, the Taxation Return we prepare is only as accurate as the information that you provide to us. In view of the penalties now being imposed on incorrect Returns, we must advise that we cannot accept any responsibility for errors that occur as a consequence of us not being provided with all the information requested by us.

We are placing the utmost importance on your completing this questionnaire, signing it, and returning it to us with the information requested.

2018 CLIENT INTERVIEW AND INFORMATION SHEET

CLIENT NAME: _____

Contact Phone No: _____

BALANCE DATE OF YOUR BUSINESS: _____

IMPORTANT - PLEASE NOTE:

If you own a businesss (not a rental property investment)

If you own a rental property, either owned in your personal name or in a company (LTC)

If you have a trust

For your personal tax return

Complete Section ONE

Complete Section TWO

Complete Section THREE

Complete Section FOUR

SECTION ONE
TO BE COMPLETED IF YOU OWN A BUSINESS

A. RECORDS AND INFORMATION REQUIRED

Please only provide the bank statement covering your balance date for accounts on Bank Link or Xero

1. **(a) Cheque Books, Deposit Books and Bank Statements** - for all accounts operated by the business. Statements should cover the full period and for at least one month after balance date. Please order any missing statements.

- a) A/C No. from page to
b) A/C No. from page to
c) A/C No. from page to

In particular we must have the Bank Statement which shows the balance at the end of your last financial year. This probably will be with the records returned to you after last year's balance date.

For all bank accounts operated by the business, mark clearly the nature of all payments on the cheque butts. Personal expenses or drawings should be clearly marked. All deposit butts should be similarly marked with items other than business sales clearly described. Please note payments NOT subject to GST.

YOU CAN NOTE DETAILS ON BANK STATEMENTS, INCLUDING AUTOMATIC PAYMENTS, IF THIS IS PREFERRED.

Or

(b) Cash Books (GST Book)

As an alternative to 1 above a balanced and reconciled cash book may be supplied. Descriptions of payments and receipts must be clear.

2. **Savings Bank Passbooks/Investment Accounts Statements**

Mark nature of entries where this is not obvious.

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3. **Copies of GST Returns and Workpapers, if we do not prepare these for you.**

Note: We do not require creditor statements and invoices.

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4. **Copies of Fringe Benefit Returns and Supporting Workpapers, if we do not prepare these for you.**

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5. **Wage Records (if you employ)**

Please provide one of the following – 12 x Employer Monthly Schedules or Full year Summary of Gross Wages or Wage Books.

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6. **Dividend or Interest Income**

If your company has received income from dividends or interest please include copies of the IR4K and/or IR15P showing tax deducted from these income sources.

B. STOCK ON HAND/WORK IN PROGRESS

If your annual turnover is more than \$1.3 million or your closing stock is worth more than \$10,000 a physical count of inventories must be undertaken at balance date, with adequate records retained to substantiate the physical count and adjustments applied to arrive at the dollar value in the balance sheet. Inventory should be valued at the lower of cost, market value or replacement value. Obsolete items should be clearly marked 'NCV' (no commercial value), and should be thrown out before balance date otherwise they must be valued as above.

Taxpayers with a turnover of less than \$1.3m during the year can value their closing stock at the opening stock value, as long as the closing stock can be reasonably estimated to be worth less than \$10,000. Please advise if you would like us to use this option: **Y/N**

Specify whether GST is included or excluded.

Included/Excluded

Value of Inventory

\$

Date of Stock take

Work in progress at balance date should be counted and valued and schedules should be prepared as for stock. Work in progress should be valued at cost of materials, direct labour and factory labour/ materials/rent/depreciation/repairs and utilities factory overhead after deducting progress payments. Profit margins should not be included.

Specify whether GST is included or excluded.

Included/Excluded

Value of work in progress

\$

C. ACCOUNTS RECEIVABLE (Sundry Debtors)

List amounts owing to you at balance date and indicate against any amount that you consider unlikely to receive payment for. Exclude those already written off during the year.

Specify whether GST is included or excluded.

Included/Excluded

Total at Balance Date

\$

Bad Debts Written off

They must be physically written off the books by balance date (to claim deductibility)

\$

List Supplied/NA

D. ACCOUNTS PAYABLE (Sundry Creditors)

List amounts owing by you, at balance date indicating name of creditor, amount and nature of debt. Alternatively mark on cheque butts as soon as possible after balance date or highlight in cash book those items after balance date which should be included.

Specify whether GST is included or excluded.

Included/Excluded

Total at Balance Date

\$

List Supplied/NA

E. **CASH ON HAND**

a) Note details of last banking for financial year \$

b) Cash on hand at balance date

- unbanked takings \$

- petty cash float \$

- till float \$

F. **CASH INCOME DURING YEAR NOT BANKED & USED TO PAY EXPENSES**

Please supply a list of payments made for business expenditure (identifying nature of expenses eg wages), for personal expenditure and amounts lodged into other bank accounts.

G. **FIXED ASSETS**

List assets purchased and/or sold on attached schedule, specifying:

Date Purchased/Sold: Method of Payment:

Amount Paid/Received: Trade-In Details (if applicable):

Type of Asset: Who Sold to:

Please provide relevant vouchers and hire purchase agreements. Give details of any property acquisitions/sales and please supply copies of solicitors settlement statements.

For property sold, specify date originally purchased/...../.....

Supplied/NA

H. **REPAIRS AND MAINTENANCE**

If information is not recorded in full on cheque butts or cash books, please provide details of major repairs and maintenance to business assets during financial period.

Supplied/NA

I. **TAX ALLOWANCE FOR WORK DONE AT HOME**

Do you use your own home for business purposes. If so, what proportion of the total area is used for business?

(Please attach last rate demand)

Interest paid on mortgages \$

Insurance \$

Rates \$

Power \$

Repairs \$

Any other house expenses \$

If house or flat rented

- total rents paid \$

J. **BUSINESS MOTOR VEHICLE(S) - (FROM LOG BOOK)**

If applicable advise total distance travelled this year, and distance travelled on business matters.

Vehicle	
Business Travel	kms
Total Distance travelled	kms
Vehicle	
Business Travel	kms
Total Distance	kms

K. **PRIVATE USE (if any)**

Portion of expenses incurred to be allocated as private:

		\$	or	%
a)	Telephone and Tolls
b)	Power
c)	Goods for Own Use

L. **BUSINESS EXPENSES PAID PRIVATELY & NOT REIMBURSED**

Please list Expenses paid out from personal funds relating to business.

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M. **HAS THERE BEEN ANY CHANGE IN THE NATURE OF YOUR BUSINESS SINCE LAST BALANCE DATE?**

If so, brief details of this change. YES/NO

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N. **HAVE YOU RAISED OR REPAID ANY NEW MORTGAGES AND/OR LOANS IN THE FINANCIAL PERIOD?**

If yes please supply details/documents including: YES/NO

Mortgagee or Lender:	Term:
Principal Sum:	Commencement Date:
Security:	Rate of Interest:

Also please attach copies of solicitors' settlement or relevant documents.

O. **LAND & BUILDINGS OWNED BY BUSINESS**

Please supply copies of the latest Government Valuation or Rate Demand relating to your land and buildings.

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P. **CONTINGENT LIABILITIES**

If you are aware of any contingent liabilities affecting your business affairs please advise the details. eg bank guarantees, recoveries under discounted Hire Purchase agreements, guarantee of Family Trust loan etc.

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Q. **Have you committed any amounts of money for future capital expenditure - please advise purpose and amount.**

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SECTION TWO
TO BE COMPLETED IF YOU OWN A RENTAL PROPERTY
OR RENT OUT YOUR HOLIDAY HOME/BOAT/PLANE

RENTAL PROPERTIES:

- A. Bank statements for any rental accounts for the year ended 31 March. **Please check sequence!**
(If you are on Banklink or Xero, please only provide statement showing balance at 31 March 2018).

Enclosed / NA

- B. All cheque books for the year ended 31 March.

Enclosed / NA

Deposit books for the year ended 31 March.

Enclosed / NA

- C. Mortgages/loans — statements for the **whole** period of the loan
showing balances as at 31 March, amounts of principal and
interest paid in the period.

Enclosed / NA

- D. Property manager statements for the period (e.g. Bayleys etc)

Enclosed / NA

- E. Details of rent received (if not through bank account above)

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Details of any rent still owing as at 31 March

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- F. Expenses incurred not paid through the bank account above

Repairs and maintenance costs	\$
Travel	\$
Insurance	\$
Rates and body corporate fees	\$
Valuation fees	\$
Solicitor's fees (please provide invoices)	\$
Financing fees	\$

Details of any assets bought for the property (e.g. furniture)

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G. Details of periods during the year that the property was not available for rent or the property ceased to be used as a rental:

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H. If you have bought or sold a property during the year, please include:

Sale and purchase agreement Enclosed / NA

Settlement statements from solicitor Enclosed / NA

Valuation reports if applicable Enclosed / NA

Chattel valuation reports if applicable Enclosed / NA

Comments:

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SECTION THREE
TO BE COMPLETED IF YOU HAVE A TRUST

A. RECORDS

A copy of your cash book or spreadsheets etc detailing all the trust's transactions Enclosed / NA

All the cheque books for the year ended 31 March Enclosed / NA

Bank statements for the year ended 31 March. **Please check the sequence!** Enclosed / NA

All the deposit books for the year ended 31 March. Enclosed / NA

If you are on Banklink or Xero you only need to provide bank statement showing balance at 31 March 2018.

B. TRUST EXPENSES PAID PERSONALLY

Details of trust expenses paid for personally. Enclosed / NA

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C. BENEFICIARY EXPENSES PAID BY TRUST

Please make sure these are identified. Enclosed / NA

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D. INTEREST & DIVIDENDS (FROM NZ & OVERSEAS)

Details of any interest received from banks, etc.
(include all Resident Withholding Tax Deduction Certificates for Interest if possible) Enclosed / NA

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Details of any dividends received during the year (including from power companies).
(attach dividend statements) Enclosed / NA

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E. LOANS

Mortgages/loans — statements for the period of the loan showing balances
as at 31 March, amounts of principal and interest paid. Enclosed / NA

F. **ASSETS/PROPERTY BOUGHT OR SOLD**

If you have bought or sold an asset during the year, please include:

Sale and purchase agreement	Enclosed / NA
Settlement statements from solicitor	Enclosed / NA
Valuation reports (rental property only)	Enclosed / NA
Chattel valuation reports (rental property only)	Enclosed / NA

G. **RENTAL PROPERTY – ONLY WHERE RENTED TO A THIRD PARTY**

Please refer to Section Two.

H. **ADDITIONAL INFORMATION**

Please note any changes that may have occurred in the following:

Nature of Trust	Enclosed / NA
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Any change in the Trustees	Enclosed / NA
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Please supply:

Copies of gifting documents (not prepared by us)	Enclosed / NA
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Copies of any Trustee resolutions or minutes made during the year	Enclosed / NA
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Comments:

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SECTION FOUR
TO BE COMPLETED FOR PERSONAL TAX RETURNS

A. INTEREST & DIVIDENDS (FROM NZ & OVERSEAS)

Details of any interest received from banks, etc.

(include all Resident Withholding Tax Deduction Certificates for Interest if possible)

Enclosed / NA

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Details of any dividends received during the year (including from power companies).
(attach dividend statements)

Enclosed / NA

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B. CHARITABLE DONATIONS – IF YOU DO NOT PREPARE YOUR OWN REBATE

Please attach receipts for donations made (including school fees deemed to be donations).

Enclosed / NA

C. INCOME PROTECTION INSURANCE

Please provide income tax deduction statement/letter from insurer.

Enclosed / NA

D. OVERSEAS PENSIONS & ANNUITIES

Do you have an overseas based Superannuation/Pension/Life Plan (not in Australia)?

Yes / No

If 'Yes' please specify in which country the plan is held and provide details of any payments received during the year.

Enclosed / NA

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E. WORKING FOR FAMILIES

Please advise if you are registered for Working for Families Tax Credits:

Yes / No

F. OTHER INCOME/LOSSES

Please provide details:

Enclosed / NA

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Confirmation of Details (please complete)

Address:

Telephone:

Fax:

Mobile:

E-Mail:

Authorisation

1. We confirm the information supplied to you is accurate and complete in all respects.
2. We hereby authorise Lock and Partners Ltd to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue, Accident Compensation Corporation (ACC) and Registrar of Companies, from our Solicitor, Advisors, Employees, Bank or other financial institution and we hereby also **authorise our Solicitor, Advisor, Employees, Bank or other organisation to supply such information.**
3. We confirm for the purposes of the Privacy Act 1993 that the information contained in this Information Sheet has been provided to Lock and Partners Ltd to enable them to fully advise and assist us in the management of our financial affairs and authorise Lock and Partners Ltd to utilise that information for the purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, solicitors and advisors.
4. We authorise Lock and Partners Ltd to act as our tax agent for all tax types and acknowledge that this will give access to our tax information held by the Inland Revenue Department.

CLIENTS SIGNATURE:.....

DATE:

FOR :

(Client name)

.....
(Name and position of person signing)

(Lock & Partners Ltd use only)

DATE RECEIVED AND REVIEWERS INITIALS:
