

<p>Or, Where you supply a written Cashbook, please provide and include the month past balance date:</p> <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly • Bank statements including any savings account or term deposit Cheque and deposit butts showing the nature of each payment/deposit. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Loan Statements		
<p>Supply a copy of any loan transaction for the financial year up to your balance date at 31/3/2023. It must include the final balance due & interest for the year, or a bank summery of the details.</p>	<input type="checkbox"/>	
Fringe Benefit Tax (FBT) Returns		
<p>Supply copies of FBT Returns and Workpapers</p>	<input type="checkbox"/>	
ACC Invoices		
<p>Supply copies of ACC Invoices. Note earning levies are not deductible for GST or Income Tax.</p>	<input type="checkbox"/>	
GST Returns and Workpapers		
<p>Supply copies of GST returns and Workpapers if GST registered</p>	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
<p>All accounts or amounts owing to you at balance date should be scheduled. OR Where a computerised Cashbook or Integrated Accounting Software package is used, please include Debtors Report as at balance date</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> GST Excluded <input type="checkbox"/></p>
Accounts Payable (Creditors) – see attached Schedule 2		
<p>All accounts or amounts owing as at balance date should be scheduled OR Where a computerised Cashbook or Integrated Accounting Software package is used, please include Creditors Report as at balance date</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> OR GST Excluded <input type="checkbox"/></p>

Bad Debts		
Please provide a schedule for Bad Debts Written Off during the Year (Remember, Bad Debts need to be written off the debtors ledger before balance date to be tax deductible in that year)	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> OR GST Excluded <input type="checkbox"/>
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? i.e cash Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts and where they were lodged or how they were spent		\$ _____
Stock on Hand		
Stock must be physically counted and adequate records retained to substantiate the physical count. Stock on hand should be valued at the lower of cost, market selling value or replacement value.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> OR GST Excluded <input type="checkbox"/>
Capital Expenditure		
Attached details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable, please provide the following details <ul style="list-style-type: none"> • Hire purchase or loan agreements • Lease agreements • All legal statements, agreements and solicitors invoices • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoices • Valuations 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other Income & Expenses – please attach		
Rents Received Please complete Rental Questionnaire Wages/Accounts Received. Partnerships/Trusts/Estates/Other Companies Income from Partnerships/Trusts/Estates/Other Companies, where accounts are prepared by another accountant Investment Portfolios Copy of your investment portfolio New Zealand Investments – if separate from portfolio Details of all New Zealand Investments Overseas Investments – if separate from portfolio Details of all foreign investments and income Overseas pensions received	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Income Protection Insurance		
Please supply details of Income Protection Insurance paid during the financial year	<input type="checkbox"/>	
Donations		
Attach all receipts for donations to schools, churches, charitable organisations. Attach receipts for \$5 or more. Note these must be signed by an authorised person and show a stamp or letterhead	<input type="checkbox"/>	\$ _____
Legal Documents		
Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure	<input type="checkbox"/>	\$ _____
Motor Vehicles	Home Office Expenses	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p>Vehicle Description: _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details for the year:</p> <p>Area used for business _____ m2</p> <p>Total area of house & workshop _____ m2</p> <p>Power \$ _____</p> <p>Insurance \$ _____</p> <p>Rates \$ _____</p> <p>Mortgage Interest/Rent \$ _____</p> <p>Total \$ _____</p>	
Personal Use Adjustments		
<p>Portion of expenses paid by the business to be allocated as private;</p> <ul style="list-style-type: none"> • Telephone <input type="checkbox"/> • Power <input type="checkbox"/> • Insurance <input type="checkbox"/> • Value of goods taken for private use <input type="checkbox"/> 		
Overseas Travel		
A diary must be provided with times and dates of meetings and purpose for meetings.		

Working for Families Tax Credits

Please supply full names and birth dates for all children. Note the following;

- If you had a child born within the current financial year, you may be eligible for the Parental Tax Credit, please include a copy of the child's birth certificate or their IRD number if you already have one.
- Where a child became financially independent during the current financial year, please advise the date they left school.

<u>Childs Name</u>	<u>IRD No.</u>	<u>Date of Birth</u>	<u>Date left School</u>

Other Information

Details of anything else we should be aware of in relation to the preparation of your accounts

We will email you a PDF copy of your accounts. If you require a printed copy, please advise.

Accounts bound and posted

If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post or email.

Tax Matters Limited

Physical: Unit 3/245 St Asaph Street Christchurch 8011 or

Postal: P O Box 13400, City East, Christchurch 8141

Phone: (03) 366 6115

Fax: (03) 366 4798

Email: debbie@taxmatters.net.nz

**Thank you for completing this questionnaire
Don't forget to sign on page 1**

Can we assist you in any way, or is anything you would like to discuss:	Yes
Assistance with tax planning	<input type="checkbox"/>
Would you like Tax Matters to look after GST/RWT/Payroll returns (if not already)	<input type="checkbox"/>
Assistance with budgets / cashflow forecast	<input type="checkbox"/>
Preparation of regular financial reports (monthly, quarterly)	<input type="checkbox"/>
Regular meetings to improve business performance	<input type="checkbox"/>
Identifying your future direction with a strategic plan and a business plan	<input type="checkbox"/>
Assistance with a succession plan	<input type="checkbox"/>
Preparation of business for sale	<input type="checkbox"/>
Due diligence for purchase of a business	<input type="checkbox"/>
Any accounts receivable issues you would like assistance with resolving / collection	<input type="checkbox"/>
Funding requirements, working capital or asset finance	<input type="checkbox"/>
Any specific business problems you would like to discuss, or matters you wish to raise	<input type="checkbox"/>