

2024 Business Client Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: PKF Tauranga Limited

Terms of Engagement

I/We hereby instruct you PKF Tauranga Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the 2024 year. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client, and those published on the website <https://pkftauranga.co.nz/media/icllb3ik/2024-pkft-tcs.pdf>

I/We agree to provide and personally guarantee all fees incurred by myself/ourselves and all associated entities.

I/We also accept that you have the right to:

- charge me/us a fee equal of 25% of the unpaid portion of the invoice amount and all other legal and collections costs not covered by the fee; and
- charge interest at the rate of 13% per month from the due date. You shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into your possession for the purpose of performing professional services for me/us until all costs and charges whatsoever or professional services of any nature to me/us have been fully paid.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

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

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Name	IRD Number	Signature	Date

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:

Director	Date of birth	City / Town of birth	Country of birth	Current residential address

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Preferred method of receiving accounts:	
Bound hard copy	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Digital soft copy	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Records Required	✓	Comment
Bank Statements, Cash books, etc		
Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide: <ul style="list-style-type: none">▪ Final bank statement for the year for all bank accounts	<input type="checkbox"/>	
Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following: <ul style="list-style-type: none">▪ General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet, GST Reconciliation.▪ Copy of bank reconciliation as at balance date for all bank accounts.▪ Final bank statement for the year for all bank accounts	<input type="checkbox"/>	
Where a Cashbook (computerised / manual) or no system is used, please provide: <ul style="list-style-type: none">▪ Cashbook (if one is kept, including one-month past balance date)▪ Copy of bank reconciliation as at balance date for all bank accounts▪ Bank statements for the full year for all bank accounts <p>Note: If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.</p>	<input type="checkbox"/>	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.	<input type="checkbox"/>	
Employers – Wages paid to Employees		
Supply a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).	<input type="checkbox"/>	
Covid-19 Wage Subsidy and other Covid-19 support payments		
Have you received the Wage Subsidy? (please note all dates and receipts)	<input type="checkbox"/>	
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Have you received the Covid-19 Leave Support Payments? (please note all dates and receipts)	<input type="checkbox"/>	
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Have you received Covid-19 Short-Term Absence Payments? (please note all dates and receipts)	<input type="checkbox"/>	
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Have you received Resurgence Support Payments? (please note all dates and receipts)	<input type="checkbox"/>	
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		

<p>Have you received a Covid-19 Cultural Sector Emergency Relief Grant or other Covid-19 support payments? <input type="checkbox"/></p> <p>Please provide details if it is an "other" Covid-19 support payment</p> <p>Date rec: __/__/__ \$ _____</p> <p>Date rec: __/__/__ \$ _____</p>
<p>Have you received the Covid-19 Small Business Loan? <input type="checkbox"/></p> <p>Date rec: __/__/__ \$ _____</p>
<p>Have any amounts of Covid-19 support payments been repaid back? <input type="checkbox"/></p> <p>Please provide details of payment and reason for repayment</p> <p>Date paid back: __/__/__ \$ _____ Reason: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Fringe Benefit Tax (FBT) Returns

Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
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Goods & Services Tax (GST) Returns

<p>Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.</p> <p>If we prepare your GST returns, then this information is not required.</p>	<input type="checkbox"/>	
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Interest and Dividend Certificates

Supply copies of certificates.	<input type="checkbox"/>	
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Accounts Receivable (Debtors) – see attached Schedule 1

<p>All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
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Accounts Payable (Creditors) – see attached Schedule 2

<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
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Cash on Hand

<p>*Cash on Hand \$ _____ Date banked __/__/__</p> <p>Petty Cash \$ _____</p> <p>Till Floats/Cash Floats \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Stock on Hand		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option.	<input type="checkbox"/> <input type="checkbox"/>	Valued at lower of: <input type="checkbox"/> cost <input type="checkbox"/> <input type="checkbox"/> net realisable value <input type="checkbox"/> <input type="checkbox"/> market value <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____ _____	<input type="checkbox"/> <input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Prepayments Made Balance of any payments made before balance date for goods or services not received or used by balance date.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Income in Advance Balance of any receipts received before balance date for goods or services not provided by balance date.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Capital Expenditure		
Attach 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:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Insurance pay out ▪ Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.		
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts not banked and when they were lodged:		
_____ _____ _____		Personal \$ _____ Business \$ _____ Other bank accounts \$ _____
Other Non-Taxable Income		
Did you receive non-taxable income from any other sources? If Yes, please provide details.	<input type="checkbox"/>	
Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans.	<input type="checkbox"/>	
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:	<input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees 		

Private Use		
Value of goods taken for private use at their cost price.	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> Excl <input type="checkbox"/>
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	<input type="checkbox"/>	
Residential Land Withholding Tax		
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	
Residential property sales		
Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased? If it was purchased with 10 years of the sale date, <ul style="list-style-type: none"> • what was the original purchase price • and the sale price? 	<input type="checkbox"/>	 _____ \$ _____ \$ _____
Mortgage Interest Paid on Residential Properties		
Have you incurred interest on residential properties owned (which is not your main family home)? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	<input type="checkbox"/>	
Research and Development		
Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure	<input type="checkbox"/>	
Motor Vehicles		
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:		
Vehicle Description: _____		
Business	_____	km
Total	_____	km
Percentage Business	_____	%
Vehicle Description: _____		
Business	_____	km
Total	_____	km
Percentage Business	_____	%
Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:		

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Address for Home Office _____

Home Office area: - no change as per previous year

OR

Area used for Business: _____ m²

Total Area of House & Workshop: _____ m²

Actual Cost Method

Power \$ _____

Insurance (Building & Contents) \$ _____

Interest (House Mortgage) \$ _____

Rates (including regional council rates) \$ _____

Rent \$ _____

Repairs & Maintenance \$ _____

Telephone rental \$ _____

Other \$ _____

Total \$ _____

OR IRD Square Metre Rate Method (see below note)*

Interest (House Mortgage)

\$ _____

Rates (including regional council rates)

\$ _____

Rent

\$ _____

**Would you like to use the IRD rate? Currently it is \$ 47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.*

Mixed Use Holiday Home

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes No

If yes, provide details of property: _____

Was the property empty for 62 days or more in the income year?

Yes No

If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year _____

The number of days the asset was used by family or associated persons* during the income year _____

OR where income from any person received was less than 80% of market rate _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____

Relationship to owner (if any): _____

Amount of rent they paid: \$ _____

Dates rented (From: To) _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) : _____

Mixed Use Boat or Plane														
<p>Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, provide details:</p> <p>Description: _____</p> <p>Market value: \$ _____</p> <p>Was the asset unused for 62 days or more in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p> <p><u>Mixed Use Boat or Plane – Information Required</u></p> <p>The number of days the asset was unused during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year _____</p> <p>OR where income from any person received was less than 80% of market rate _____</p> <p>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</p> <p>For non-associated persons where payment received is at least 80% of market value:</p> <p>Number of days the asset was used: _____</p> <p>Income received: \$ _____</p> <p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Cost of advertising for hireage</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Cost of repairing damages caused by hireage</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Operating costs / supplies</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Repairs/maintenance for general wear and tear</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Other (please give details)</td> <td style="text-align: right;">\$ _____</td> </tr> </table> <p>_____</p>	Cost of advertising for hireage	\$ _____	Cost of repairing damages caused by hireage	\$ _____	Operating costs / supplies	\$ _____	Insurance	\$ _____	Repairs/maintenance for general wear and tear	\$ _____	Other (please give details)	\$ _____	<input type="checkbox"/>	
Cost of advertising for hireage	\$ _____													
Cost of repairing damages caused by hireage	\$ _____													
Operating costs / supplies	\$ _____													
Insurance	\$ _____													
Repairs/maintenance for general wear and tear	\$ _____													
Other (please give details)	\$ _____													
Cryptoassets														
<p>Have you received or traded in cryptoassets during the income year? If so, please provide the following information:</p> <ul style="list-style-type: none"> The type of cryptoasset For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD Total units of each cryptoasset held at the beginning and end of the year Exchange records and bank statements Wallet addresses 	<input type="checkbox"/>													

Thank you for completing this questionnaire - don't forget to sign it

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at balance date

Client Name	
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NOT REQUIRED IF USING XERO STARTER, STANDARD OR PREMIUM SOFTWARE

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
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Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at balance date

Client Name	
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NOT REQUIRED IF USING XERO STARTER, STANDARD OR PREMIUM SOFTWARE

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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