

Financial Statements Questionnaire - 2023/2024

Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Balance Date	Email:	

To: DPA Limited

Terms of Engagement

I/We hereby instruct you DPA Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending at / /2024. 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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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 give authority for any refund credits to be transferred to DPA Limited's trust account prior to refund to me/us.

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	Signature	Date

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes No (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 If yes, please provide brief details:	ng the past 12 months?

Records Required	✓	Comment	
Bank Statements, Cash books, etc			
Where an online accounting system is used (e.g. Xero / MYOB), please provide:			
■ Final bank statement for the year for all bank accounts			
Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following:			
 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			
Where a Cashbook (computerised / manual) or no system is used, please provide:			
 Cashbook (if one is kept, including one-month past balance date) 			
Copy of bank reconciliation as at balance date for all bank accounts Deals at the first search for the first search for all bank accounts.			
Bank statements for the full year for all bank accounts			
Note : If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.			
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.			
Employers – Wages paid to Employees			
Supply a month-by-month summary of gross wages, termination or incentive payments and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).			
Covid-19 Wage Subsidy and other Covid-19 support payments			
Have you received the Covid-19 Leave Support Payments? (please note all	dates	s and receipts)	
Date rec://_ \$ Date rec://_	_ \$_		
Date rec://	\$_		
Date rec:/ \$ Date rec://_	_ \$_		
Where Covid-19 Leave Support Payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please pro	vide d	details of the following:	
Amounts received for each stakeholder			
Whether amounts received were for full-time or part-times			
Have you received a Covid-19 Cultural Sector Emergency Relief Grant or ot	her C	Covid-19 support payments?	
Please provide details if it is an "other" Covid-19 support payment			
Date rec:/ \$			
Date rec:/\$			
Have you received the Covid-19 Small Business Loan?			
Date rec:/ \$			

Please provide details of payment and reason for repayment Date paid back: _/\$	Have any amounts of Covid-19 support payments been repaid back?				
Fringe Benefit Tax (FBT) Returns Supply copies of Fringe Benefit Tax (FBT) returns and work papers. Goods & Services Tax (GST) Returns Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero. Interest and Dividend Certificates Supply copies of certificates. Lease details Supply copies of lease agreements for non-building assets (e.g. motor whicles, aquipment). Foreign Income Details of any foreign income received, and any tax deducted from this. Accounts Receivable (Debtors) – see attached Schedule 1 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. Accounts Payable (Creditors) – see attached Schedule 2 All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. 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: - Lease agreements - Lease had begreened the following details: - Lease had begreened the followi	Please provide details of payment and reason for repayment				
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Development Expenditure		
Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.		
Please provide full details if you have undertaken any work of this type.		
Other Taxable or Non-Taxable Income		
Did you receive income from any other sources either taxable or non-taxable?	$ \Box $	
If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).		
Legal and Loan Documents	1	
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.		
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:		
 Insurance premiums Legal fees ACC payments and arrangements 		
Farm House Expense Apportionment (including any attached garag	je / si	torage space)
Please provide the following details:		
Area of house (msq / sqft)		
Area dedicated for business purpose (msq / sqft)		
Area of house with mixed use – used for both business and private purpose (msq / sqft)		
Time of mixed use area used for business purpose %		
Livestock on Hand – see attached Schedule 3, Client Questionnaire	Live	stock Sheet
A schedule has been enclosed. Please complete and attach.		
If applicable a copy of last year's Livestock Schedule is enclosed for your information.		

Consumables on Hand			
If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.			
Please estimate the cost (Excluding G	ST) of consumable	es on hand	\$
Petrol, Diesel & Oil			
Fencing Materials			
Water Piping & other items held for wa	-		
Dairy Shed Supplies (Cleaning Produc	ts, Teat Spray etc	:)	
Shearing Shed Supplies			
Animal Health Products (e.g. drench, c	lip, mastitis treatm	nent products)	
Other farm stores			
Fertiliser			
Purchased Stock Feed (at cost):			
Hay			
Silage			
Maize Silage			
Grain			
Palm Kernel			
Other			
Total Cost			
Unsold Produce			
Please provide full details of any produintended for sale. Examples include he			
Category	Quantity		Estimated Value
			(Excl GST)
Wool		kg	
Timber			
Hay		Tonnes dry matter	
Silage		Tonnes dry matter	
Grain		Tonnes	
Honey		kg	
Firewood			
Other Produce, Harvested Crops & Fruit			
Total Value			

Private Use		
Value of goods taken for private us	e at their cost price (excluding livestock).	\$
Goods taken for own use	Quantity	GST Included Excluded
Sheep		
Cattle		
Pigs		
Milk		
Other		
Farmer and the Oast on the	Barrar al Francis	
Expenses paid in Cash or fro	m Personal Funds	
Please provide a list if applicable.	ed to contractors? (morning / afternoon tea =	
1/2)	ed to contractors? (morning / arternoon tea =	Quantity
Residential Land Withholding	ı Tax	
Have you sold residential property	in New Zealand where Residential Land	
Withholding Tax has been deducte	d and paid to the IRD? If so, provide details	
e.g. IR1100 Residential land withhour purchase documents.	olding tax return and other sale and	
Residential Property Sales		
Have you sold any residential prop on the information provided)?	erty during the year (not otherwise detailed	
If yes, when was the property purch	nased?	
If it was purchased with 10 years o	f the sale date,	
 what was the original pure 	chase price	\$
and the sale price?		\$
Martin and Internal Dalitan Da	et landal Brancotta	
Mortgage Interest Paid on Re	sidential Properties	
main family home or a 'new build*')	lential properties owned (which is not your ? Is the interest also against properties o, please provide details of amount of	
	sidence that receives a Code Compliance was added to the land on or after 27 March	
Research and Development		
Have you spent an amount on rese year? If so, provide ledger accoun	earch and development during the income ts and details of expenditure	

Motor Vehicles		
The proportion of motor vehicle bus	iness use as established by your vehicle log book(s) is/are:	
Vehicle Description:		
Business Total Percentage Business	km km %	
Vehicle Description:		
	km km % urate log book must be completed for a three month period every three years or naximum of 25% of expenses incurred. If you are operating as a Company, pleasing Fringe Benefit tax for:	
_		
Mixed Use Holiday Home		
Does this entity have a property (su income?	ich as a holiday home or a bach) that is used privately and also to derive	
	Yes 🗌 No 🗌	
If yes, provide details of property:		
Was the property empty for 62 days If yes, please complete the following Mixed Use Holiday Home – Interpretation	g section so we can determine the amount of allowable deductions.	
The number of days the property w	as empty during the income year	
OR where income from any person	used by family or associated persons* during the income year received was less than 80% of market rate ives, or if owned by an entity, persons associated with the entity owning the property	
If there is more than one tenant who	o 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 required):	property (the list below is not exhaustive – details of all expenses will be	
Cost of advertising for tenants	\$	
Cost of repairing damages caused	by tenants \$	
Number of days spent in the proper	ty while repairing damages caused by tenants	
Mortgage interest	\$	
Rates	\$	
Insurance	\$	
Repairs/maintenance for general w	ear and tear \$	
Other (please give details):		

Mixed Use Boat or Plane				
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 🗌 No 🗌	
If Yes, provide details:				
Description:				
Market value: \$				
Was the asset unused for 62 days or more in If yes, please complete the following section	so we can determine the amount of a	allowable de	Yes ☐ No ☐ ductions.	
Mixed Use Boat or Plane – Informatio	<u>n Requirea</u>			
The number of days the asset was unused of	during the income year			
The number of days the asset was used by f OR where income from any person received * Associated persons include close relatives, or if	was less than 80% of market rate	Ĭ		
For non-associated persons where payment	received is at least 80% of market va	lue:		
Number of days the asset was used:				
Income received:	\$			
Expenses incurred in respect of the property required):	(the list below is not exhaustive – de	tails of all ex	xpenses will be	
Cost of advertising for hireage		\$		
Cost of repairing damages caused by hireag	e	\$		
Operating costs / supplies		\$		
Insurance		\$		
Repairs/maintenance for general wear and to	ear	\$		
Other (please give details)				
Cryptoassets				
71	during the income year? If as			
Have you received or traded in cryptoassets please provide the following information:	during the income year? If so,			
 The type of cryptoasset 				
 For each transaction provide the da or disposed of, number of units, val 				
 Total units of each cryptoasset held year 	at the beginning and end of the			
Exchange records and bank statem	nents			
Wallet addresses				
		1 1		

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

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at / /2024

Client Name			
Name of Debtor	Description of Sale	Code	Total Incl GST
			<u> </u>
Totals			

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at / 12024

Client Name			
Name of Creditor	Description of Goods	Code	Total Incl GST
	I	1	
Totals			

Schedule 3 – Livestock

Do not print this page

Print as applicable, either:

Client Questionnaire Livestock Numbers Client Questionnaire Livestock Sheet