

# ANNUAL ACCOUNTS QUESTIONNAIRE

**CLIENT NAME:**

## **INFORMATION REQUIRED FOR 31 MARCH 2015**

*This form is designed as a one size fits all and as a result, may include items that are not relevant for you. This is intentional, just in case your circumstances have changed during the year without our knowledge.*

*Please answer ALL questions and simply note any irrelevant items as 'not applicable'. Where lists of information are required use back of the form or attach a separate schedule.*

*Please phone Kirsten if you have any queries about the form itself or the information being requested.*

### **Terms of Engagement with Love to Grow (Wgtn) Limited**

I accept responsibility for the accuracy and completeness of the information supplied below which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed below. I accept responsibility for any failure by me to supply all relevant records and information to you. I authorise you in the course of preparing our financial statements to allow Love to Grow (Wgtn) Limited staff and other persons contracted to Love to Grow (Wgtn) Limited access to our information.

I also acknowledge that you, as a professional accounting practice, are subject to a practice review by the New Zealand Institute of Chartered Accountants. This requires that, from time to time, internal auditors within the Institute will review your files to ensure the quality of the work performed is up to the standard required. I give our full authority to allow these internal auditors access to our files on the understanding that this procedure is to review your performance only and not my affairs. I further understand that no copies of my records will be taken.

I have read and understood the terms and conditions outlined in the letter of engagement and agree to be bound by them. The terms of engagement will remain in force until withdrawn by notification in writing by either party.

Please sign below where indicated and return it to us. This will constitute your acceptance of the terms of engagement. You will also be bound by these terms if after receipt of this letter, you orally advise us of your acceptance or if you instruct us to proceed to act for you.

### **IRD – Authority to Act**

I/we give authority to Love to grow (Wgtn) Limited to act on my/our behalf for all tax types until further notice.

Authority is given to obtain information from Inland Revenue and other financial institutions to enable my tax returns to be completed. This includes obtaining information via online services available on Inland Revenue's website.

Signed: .....

Date: .....

***Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).***

1	<p><b>BANK STATEMENTS</b></p> <p>Please provide 12 months of statements from <b>1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015</b> (plus April and May 2015 <u>if available</u>).</p> <p>Check that none are missing. Online printouts are fine.</p> <p>Please provide details of new automatic payments/direct debits.</p>	
2	<p><b>CASHBOOK</b></p> <p>also bank statement showing closing balance <b>as at 31 March 2015</b></p> <p>Receipt books and bank deposit books for the year.</p> <p>Items other than normal business sales need to be clearly marked, or if not paid into a business trading bank account, are recorded on a separate schedule.</p> <p>(For example- private funds paid in, proceeds from the sale of an asset, rebates from suppliers, income apart from business income, rents, interest or dividends)</p>	
3	<p><b>SYSTEMS</b></p> <p>For all systems, please provide Bank Statement(s) as at 31<sup>st</sup> March 2015</p> <p>Xero    Yes / No            Have you given us access?          MYOB   Yes / No           Memory Stick/Electronic Files?          Other   Yes / No            Memory Stick/Electronic Files?</p>	
4	<p><b>GST:</b> Copies of worksheets and returns.</p>	
5	<p><b>FBT:</b> Copies of worksheets and returns.</p>	
6	<p><b>WAGE RECORDS</b></p> <p>Please supply a copy of your wages and PAYE Statements (IR345) sent to IRD. Holiday pay entitlements and if possible the workings</p>	
	<p>Please list any holiday pay owing as at the 31 March, which was paid within 60 days after the end of the financial year.</p>	
	<p>Please list any wages owing as at the 31 March 2015</p>	
7	<p><b>INVENTORY:</b> (Stock on Hand)</p>	
	<p>The total value of your "trading stock" at 31 March 2015. EXCLUDE GST. (Trading stock is goods bought, that you intend to sell.) Stock may be valued at the lowest of (a) Cost, (b) Market Value, (c) Replacement Cost, (d) Discounted Selling Price.</p>	
	<p><b><i>You must make and keep a stock list.</i></b></p>	
	<p>All stock was physically counted, and adequate records retained to substantiate the physical count and adjustments to arrive at the dollar value at balance date</p>	

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

8	<p><b>WORK IN PROGRESS</b></p> <p>Must be valued – please contact us if you have any queries.                  Includes material cost, labour cost and overhead content.                  Please advise if it is GST exclusive or inclusive.</p>	
9	<p><b>ACCOUNTS RECEIVABLE</b></p> <p>A list of amounts owing to you at 31 March 2015 for goods or services you sold in March or earlier, but did not receive payment for until April or later.                  Mark any debts likely to be bad.</p> <p><b>Name Particulars Amount including GST</b></p> <p>..... \$</p> <p>Note: If Bad Debts are to be a deductible expense in the current year they must be written out of your Debtors Ledger before the end of your financial year.</p> <p style="text-align: center;"><b>(Please attach a separate list if insufficient space here)</b></p>	
10	<p><b>ACCOUNTS PAYABLE</b></p> <p>A list of any goods or services you bought in March 2015 or earlier, but did not pay for until April 2015 or later (e.g. your March power bill paid in April). Include March PAYE.</p> <p><b>Name Particulars Amount including GST</b></p> <p>..... \$</p> <p style="text-align: center;"><b>(Please attach a separate list if insufficient space here)</b></p>	

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

11	<p><b>VEHICLE LOG BOOK</b>                  1/4/14 to 31/3/15 (if available). Should be updated every three years.                  The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:                  Business .....Km                  Total .....Km                  Percentage Business .....%</p>	
12	<p><b>DAY BOOKS:</b> For 1 April to 31 March Show all payments made in cash.</p>	
13	<p><b>MORTGAGE &amp; LOAN DETAILS</b></p> <p>Details of any money borrowed from <b>1/4/14 to 31/3/15</b></p> <p>Loan balances at <b>31 March 2015</b></p> <p>Attach copies of statements showing details of loans or mortgages raised or repaid during the year (preferably including agreements and solicitors statements)</p>	
14	<p><b>FINANCE COMPANY BORROWINGS</b>                  Copies of Hire Purchase and Loan agreements and statements up to 31 March 2015</p>	
15	<p><b>INVESTMENTS</b>                  Attach details of:                  -Investments purchased and sold (NZ and worldwide.)                  -Dividends and Interest received from any investments during the year (brokers contracts, dividend slips) - (NZ and worldwide.)</p>	
16	<p><b>CASH ON HAND</b>                  Unbanked cash and cheques as at 31/3/15.                  Includes cash floats and cash sales prior to balance date but not banked until after balance date.</p>	
17	<p><b>WAS ALL INCOME</b> (including cash) banked to your business account?                  YES/NO                  If no, please advise details.                  Amounts not banked to my business accounts were applied:</p> <ul style="list-style-type: none"> <li>• For personal expenditure \$.....</li> <li>• For business expenditure (details) \$.....</li> <li>• Lodged into other bank accounts (details) \$.....</li> </ul>	
18	<p><b>PETTY CASH</b>                  Details of petty cash expenses from 1 April 2014 to 31 March 2015</p>	
19	<p><b>FIXED ASSET CHANGES</b></p> <p><b>a)</b> Details of cost, selling price and trade-in value of plant, vehicles, property etc bought, sold or traded in from 1/4/14 to 31/3/15.</p> <p><b>b)</b> Describe how the acquisitions were financed and provide us with documentation/statements</p>	

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

	c) Has GST been accounted for to the IRD for fixed assets sold and purchased and Recoveries of insurance claims?	Yes / No
	<p><b>PURCHASED</b></p> <p>Date New (N) Description Price Asset Traded Value Incl.</p> <p>Used (U) Including GST (if any) GST</p> <p>.....( ) ..... \$..... \$.....</p>	
	<p><b>SOLD</b></p> <p>(excluding trade-ins included above)</p> <p>Date Description Price Tick if Including GST Scrapped</p> <p>..... \$.....</p> <p>..... \$.....</p> <p>..... \$.....</p>	
20	<p><b>REPAIRS &amp; MAINTENANCE</b></p> <p>Details of significant repairs and maintenance, alterations and modifications.</p>	
21	<p><b>LEGAL</b></p> <p>Copies of all solicitors' invoices and settlement statements.</p>	
22	<p><b>ENTERTAINMENT</b></p> <p>You can only claim 50% of most entertainment expenses. However, there are exceptions and exemptions. List all entertainment expenses and give a brief explanation of each.</p>	
23	<p><b>HOME OFFICE EXPENSES</b></p> <p>If part of your home is used for business purposes, please advise expenses, e.g. insurance, mortgage interest or rent paid, power and gas, rates and repairs.</p> <p>Include monthly telephone rental, show separately any business toll calls, internet charges. This includes a home office, workshop or storage area.</p> <p>Please provide details of the purchase price of the property and a copy of the rates demand if this is the first year you have made a home office claim.</p>	

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

	<p>Is the room at home used exclusively as an office and the business use of this is significant. Yes/No</p> <p>Area of home for office ..... sq m</p> <p>Total of area of home ..... sq m .....%</p>	
24	<p><b>RENTAL PROPERTIES</b></p> <p>Additional Information Where Rental Properties Are Involved</p> <p>a) Sale and purchase agreements during the year</p> <p>b) Did you obtain a chattel valuation prior to the house purchase? Please attach</p> <p>c) Details of any improvements made to the property during the year which are not already in the cheque butts/cashbook</p> <p>d) Latest government valuation to show split between land and buildings</p> <p>e) Kms traveled in relation to the rental property</p> <p>f) Copies of legal invoices paid</p> <p>g) Period rental property was available for rental- e.g. not available to tenants if major refurbishments being undertaken</p> <p>h) Did you pay property related expenses out of your private funds? If "yes" provide details of the expenses.</p> <p>i) Did you maintain a separate bank account for this property? Yes/No</p> <p>j) Is the rent from this property being deposited into the rental account or your private account?</p>	
25	<p><b>TRUST ACCOUNTS</b></p> <p>Additional Information Where Trust Accounts Are Prepared</p> <p>a) <b>Gifting</b> – Has the Trust received any gifts during the year? Please provide copies of the gifting statements.</p> <p>b) <b>LAQC</b> – If the Trust owns shares in an LAQC company has any beneficiary turned 20 years of age during the year, or during the next twelve months.</p> <p>c) <b>Advances</b> – Have any cash advances been made to the Trust during the year? Please provide details.</p> <p>d) <b>Beneficiaries</b> – The date of birth for the beneficiaries</p> <p>e) <b>Beneficiaries</b> – Are any of the beneficiaries who are to receive income from the Trust under the age of 16 at 31 March 2015.</p>	

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

26	<p><b>NOTE</b></p> <p>If you have shares in Public Companies we will need copies of every piece of paper they send you, e.g. dividend advice slips, shares in lieu of dividend, bonus issues, cash issues, takeover advice etc.</p>	
27	<p><b>GOODS FOR OWN USE</b></p> <p>Please advise value of goods taken from business for own use, without payment from personal funds. At cost price (excluding GST</p> <p>Cost including GST of personal goods and services included in my monthly business payments (if not detailed on cheque butts)</p>	<p>\$.....          ...</p> <p>\$.....          ...</p>
28	<p><b>CHANGES TO BUSINESS</b></p> <p>Has there been any significant change to your business during the past year? Including any changes in Directors or Shareholders.</p> <p><b>If yes, please provide details.</b></p>	<p>Yes / No</p>
29	<p><b>CONTINGENT LIABILITIES/COMMITMENTS:</b></p> <p>Contingent liabilities relate to issues that have not been settled yet by 31 March, but could give rise to a future cost or liability in your business, (depending on whether the final result is positive or negative for the company). E.g. currently in dispute over a business issue with a customer that could end up costing you, or you are being sued for something business related.</p> <p>If any of these exist at balance date, we are required to state so in the notes to your accounts, or otherwise state that there are no contingent liabilities.</p> <p>Are there any contingent liabilities, lawsuits, guarantees?</p> <p>Any commitments for capital expenditure at or since balance date?</p> <p>Any commitment under a lease for plant or vehicles?</p> <p>If yes, please provide details, with your best estimate of the amount you might need to pay.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
30	<p><b>LOSS ATTRIBUTING QUALIFYING COMPANY</b></p> <p><b>a)</b> Has there been any change of shareholding during the past year?  <b>If yes, please provide documentation.</b></p> <p><b>b)</b> If the company shares are owned by a Trust, have any of the Trustees changed or have any beneficiaries reached age 20.  <b>If yes, please provide details</b></p>	<p>Yes / No</p> <p>Yes / No</p>
31	<p><b>MEMBERS OF MY FAMILY OR MY SPOUSE PROVIDE ASSISTANCE IN THE BUSINESS</b></p> <p>If Yes, what was the number of hours per week that they worked on average in the business</p>	<p>Yes / No</p> <p>... .. hrs per week</p>

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

	The amount of wages or other remuneration that was paid to them during the year.	\$.....
32	<p><b>DOES YOUR BUSINESS OPERATE AS A LIMITED COMPANY</b></p> <p>If so, have there been changes in:</p> <p>a) The address of the registered office</p> <p>b) The directors</p> <p>c) The secretary</p> <p>d) Shareholding (please provide details)</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
33	<p><b>ALL OTHER PERSONAL INCOME – WORLDWIDE</b></p> <p>Provide details of all other personal income- interest, dividends (including worldwide), other investments, overseas rental &amp; investments.</p>	
34	<p><b>ACC Invoices</b></p> <p>Please provide all invoices for the 2014 year and any provisional invoices for Apr 14 – Mar 15</p>	
35	<p><b>WORKING FOR FAMILIES</b></p> <p>Are you (or your partner) registered for Working For Families?</p> <p>If yes, and you would like us to liaise with IRD, please provide the relevant information including:</p> <p>a) Please let us know if there has been any change of circumstances</p> <p>b) Have you or your partner worked more than 20 hours</p> <p>c) Name and date of birth of each child</p> <p>d) Received child support through private arrangements</p> <p>e) Income from a Trust</p> <p>Alternatively, please give us the letter from IRD with any corrections</p> <p>If no, and you would like us to assess your eligibility please provide the following information:</p> <ul style="list-style-type: none"> <li>• Same as above</li> <li>• Details of dependent children aged 18 or younger: name, date of birth, IRD number</li> <li>• Partner details</li> </ul>	Yes / No
36	<p><b>DONATIONS PAID</b></p> <p>Please provide original receipts</p> <p>These include school donations, After School care, and Holiday programs.</p>	

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**

37	<b>BUSINESS DEVELOPMENT CONSULTANCY SERVICES</b> If there is any part of your business which could be improved, we can help with this, for example your : <ul style="list-style-type: none"><li>• Profitability</li><li>• Business Processes</li><li>• Cashflow issues</li><li>• Development of an exit strategy for your business</li><li>• Areas of innovation and learning you want to focus on to grow your business</li></ul> If you could benefit from improvement in any of these areas, please indicate which areas you would like to discuss with Trish.	
38	<b>INCOME PROTECTION INSURANCE</b> Do you have any income protection insurance? <b>If yes, please provide details.</b>	

### TERMS OF ENGAGEMENT

Please sign the front page of this questionnaire "Terms of Engagement"

Then email [info@lovetogrow.co.nz](mailto:info@lovetogrow.co.nz) or post it back to:

Love to Grow (Wgtn) Ltd  
PO Box 13-111  
Johnsonville  
Wellington

**Please answer ALL questions and simply note any irrelevant items as 'N/A' (not applicable).**