

BALANCE DATE QUESTIONNAIRE

Please ensure that this form is completed in full.
If any section is not applicable, please indicate this.

PO Box 208, OTAKI 5542

Balance Date: **31 March 2020**



1. NAME OF PARTNERSHIP/COMPANY/SOLETRADER/INDIVIDUAL	Phone: _____ Fax: _____ Email: _____	Bus: _____ Mob: _____ Home: _____						
2. BUSINESS ACTIVITY (Please note your business activity and any changes during the year)								
3. CASH ON HAND Amount of cash on hand at balance date \$ _____ Date Banked _____								
4. STOCK ON HAND at balance date at cost (GST exclusive) Livestock (<i>please attach a separate list</i>) \$ _____								
5. WORK IN PROGRESS at balance date Cost of work started but not completed <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%;">Labour (GST exclusive)</td> <td style="width: 20%;">\$ _____</td> </tr> <tr> <td></td> <td>Materials (GST exclusive)</td> <td>\$ _____</td> </tr> </table>				Labour (GST exclusive)	\$ _____		Materials (GST exclusive)	\$ _____
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6. DEBTORS (Please list amounts owing to you at balance date) (GST inclusive) \$ _____								
7. CREDITORS (Please list amounts owing by you at balance date) Please attach a full breakdown of your accounts payable. These amounts to include GST.								
8. CAPITAL IMPROVEMENTS OR NEW ASSET PURCHASES Please provide invoice(s), hire purchase documents etc (including details of trade ins).								
9. ASSETS SOLD OR SCRAPPED DURING THE YEAR Please provide documentation/details.								
10. GST PAYABLE What is the total amount of GST owing at balance date? Please supply copies of all GST returns and workpapers for the year. Please give us details of any suppliers paid during the year who are not registered for GST \$ _____								
11. CAR EXPENSES - Companies - attach FBT details returns (if any). Sole Traders & Partners - From your motor vehicle log book(s) please advise what proportion of motor vehicle running was for private use. _____% (<i>Please note that a detailed and accurate log book must be completed for a three month period every 3 years.</i>)								
12. WAGES Please provide full details of wages paid for the year for each employee and copies of IR348's.								
13. LEGAL and LOAN Provide loan, mortgage statements, legal documentation and hire purchase agreements.								
14. ACC/ INSURANCE/LEGAL FEES Provide any invoices incurred during this financial year. Part time (less than 30 hours) or full time.								
15. Please attach details of goods taken for private use, proceeds not banked in business account and a schedule of out of pocket expenses not reimbursed by the business.								
Use of Home - provide a schedule of use of home expenses, (<i>see overleaf</i>)								
Interest, Dividends - attach warrants, certificates								
Overseas Income – do you have any Y/N (if no move on to rental) Include overseas interest, dividends, wages received and taxation paid. Note New Zealand residents are liable for tax on all world-wide income. If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends). Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.								
Provide Rental Income and Expenses								
Individual Taxation Information – please provide all your individual taxation information (see overleaf)								
I/we approve the figures and details supplied above _____								
Our Terms of Engagement are updated periodically. I/We _____								
Authorise my/our accountants Temperton & Associates Limited to have access to any relevant information from any source including bankers, lawyers and the Inland Revenue Department (including online services) to enable them to complete any services that I/We have instructed them to undertake.								
Signature _____ Date _____								

TAX ALLOWANCE FOR USE OF HOME FOR WORKSHOP, STORAGE OR OFFICE
If you use your home for business purposes, please complete this section.

Use of Home for Business Purposes

Client: _____

Balance Date: _____

Address of Property: _____

Expenses

Date Purchased: _____

Interest on Mortgage(s) \$ _____

Rates \$ _____

Insurance \$ _____

Electricity and Gas \$ _____

Repairs and Maintenance \$ _____

Water Rates \$ _____

Legal Costs of Raising Mortgage \$ _____

Rent (if home not owned) \$ _____

Cleaning \$ _____

Total Expenses \$ _____

		Dimensions	Area
		ft/meters	sqft/sq meters
Floor Area	Office Study	x	_____
	Garage/Workshop	x	_____
	Other Work Area	x	_____
	Total		_____

Total area of home including all of the above

Individual Taxation Information

Please provide us with names of any organisations you have received Wages, ACC payments, National superannuation and any other benefits.(includes Trust, Estate, overseas and Company income).

Interest, Dividends - attach warrants, certificates.

Do you have an investment portfolio with any investment advisors? If so Please attach all of your investments advisor's reports.

Overseas Income – do you have any Y/N

Include overseas interest, dividends, wages received and taxation paid. **Note** New Zealand residents are liable for tax on all world-wide income.

If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends).

Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.

Do you have a **student loan**? If so please provide a copy of your latest statement from the IRD.

Do you receive, or are you entitled to receive **Working for Families (WFFTC's)**? If so please provide the names, date of birth and IRD numbers of all your children. Please also provide details of any shared care arrangements and **all** other income that may be attributable to the WFFTC's calculation.

Do you pay **Income Protection Insurance (or alike)**? If so please provide details.

Donations, Housekeeping and childcare tax rebates-Do you have any rebates to claim?

If yes, have you sent your rebate claim form to the IRD? Y/N

Do you want us to complete? Y/N

NOTES: