

# 2024 Financial Statements Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Mobile Phone:	
Balance Date		Email:	

To: Whitelaw Weber Limited

## Terms of Engagement

I/We hereby instruct you Whitelaw Weber Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the 2024 financial 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.

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 20<sup>th</sup> 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 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Records Required</b>	✓	Comment
<b>Bank Statements, Cash books, etc</b>		
Where <b>Xero</b> is used please provide: <ul style="list-style-type: none"> <li>▪ Final bank statement for the year for all bank accounts</li> </ul>	<input type="checkbox"/>	
Where other accounting systems are used please provide the following: <ul style="list-style-type: none"> <li>▪ General Ledger Detailed, General Ledger Summary, Trial Balance, Profit &amp; Loss, Balance Sheet, GST Reconciliation.</li> <li>▪ Copy of bank reconciliation as at balance date for all bank accounts.</li> <li>▪ Final bank statement for the year for all bank accounts</li> </ul>	<input type="checkbox"/>	
Where a <b>Cashbook (computerised / manual)</b> or <b>no system</b> is used, please provide: <ul style="list-style-type: none"> <li>▪ Cashbook (if one is kept, including one-month past balance date)</li> <li>▪ Copy of bank reconciliation as at balance date for all bank accounts</li> <li>▪ Bank statements for the full year for all bank accounts</li> </ul>	<input type="checkbox"/>	
<b>Note:</b> If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.		
<b>Loan Statements</b>		
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"/>	
<b>Employers – Wages paid to Employees</b>		
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).	<input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers if applicable	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero and we do not prepare your GST	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Lease Details</b>		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).	<input type="checkbox"/>	
<b>Foreign Income</b>		
Details of any foreign income received, and any tax deducted from this.	<input type="checkbox"/>	

<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<p>All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p> <p><b>Dairy Farmers</b> – please provide Fonterra statement for end of the financial year if applicable</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____</p> <p style="text-align: center;"><b>GST Inc</b>                      <b>Excl</b></p>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
<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> <p><b>Farmers</b> – please provide final statements for Farmlands, Farmsource and any other rural suppliers you hold accounts with.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____</p> <p style="text-align: center;"><b>GST Inc</b>                      <b>Excl</b></p>
<b>Cash on Hand</b>		
<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"/>	
<b>Stock on Hand (non Farmers)</b>		
<p><b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>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.</p> <p><b>Work in Progress</b> Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____</p> <p><b>Prepayments Made</b> Balance of any payments made before balance date for goods or services not received or used by balance date.</p> <p><b>Income in Advance</b> Balance of any receipts received before balance date for goods or services not provided by balance date.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>▪ cost <span style="float: right;"><input type="checkbox"/></span></li> <li>▪ net realisable value <span style="float: right;"><input type="checkbox"/></span></li> <li>▪ market value <span style="float: right;"><input type="checkbox"/></span></li> </ul> <p>\$ _____</p> <p style="text-align: center;"><b>GST Inc</b>                      <b>Exc</b></p> <p>\$ _____</p> <p style="text-align: center;"><b>GST Inc</b>                      <b>Excl</b></p> <p>\$ _____</p> <p style="text-align: center;"><b>GST Incl</b>                      <b>Excl</b></p> <p>\$ _____</p> <p style="text-align: center;"><b>GST Incl</b>                      <b>Excl</b></p>
<b>Capital Expenditure</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Insurance pay out</li> <li>▪ Copy of Tax Invoices</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Transactions Not Through the Business</b>		
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 \$ _____
<b>Other Non-Taxable Income</b>		
Did you receive non-taxable income from any other sources? If Yes, please provide details.		
<b>Legal and Loan Documents</b>		
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.		
<b>Business Expenses</b>		
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		
<b>Private Use</b>		
Value of goods taken for private use at their <b>cost</b> price.		\$ _____ GST Incl Excl
<b>Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.		
<b>Residential Land Withholding Tax</b>		
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.		
<b>Residential property sales</b>		
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,  • what was the original purchase price  • and the sale price?		_____  \$ _____  \$ _____
<b>Mortgage Interest Paid on Residential Properties</b>		
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.  * A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020		
<b>Research and Development</b>		
Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure		

## 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: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

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.*

<b>Farmers</b>																																									
<b>Livestock on Hand</b> – see attached Livestock Tallies for Sheep & Cattle		Please contact us for other stock types or visit our website.																																							
<b>Consumables on Hand</b>																																									
<p>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.</p> <p>Please estimate the cost (Excluding GST) of consumables on hand</p> <p>Petrol, Diesel &amp; Oil</p> <p>Fencing Materials</p> <p>Water Piping &amp; other items held for water system repairs</p> <p>Dairy Shed Supplies (Cleaning Products, Teat Spray etc)</p> <p>Shearing Shed Supplies</p> <p>Animal Health Products (e.g. drench, dip, mastitis treatment products)</p> <p>Other farm stores</p> <p>Fertiliser</p> <p>Purchased Stock Feed (at cost):</p> <p style="padding-left: 20px;">Hay</p> <p style="padding-left: 20px;">Silage</p> <p style="padding-left: 20px;">Maize Silage</p> <p style="padding-left: 20px;">Grain</p> <p style="padding-left: 20px;">Palm Kernel</p> <p style="padding-left: 20px;">Other</p> <p><b>Total Cost</b></p>		<p>\$</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																																							
<b>Unsold Produce</b>																																									
<p>Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Estimated Value (Excl GST)</th> </tr> </thead> <tbody> <tr> <td>Wool</td> <td>_____ kg</td> <td>_____</td> </tr> <tr> <td>Timber</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Hay</td> <td>_____ Tonnes dry matter</td> <td>_____</td> </tr> <tr> <td>Silage</td> <td>_____ Tonnes dry matter</td> <td>_____</td> </tr> <tr> <td>Grain</td> <td>_____ Tonnes</td> <td>_____</td> </tr> <tr> <td>Honey</td> <td>_____ kg</td> <td>_____</td> </tr> <tr> <td>Firewood</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other Produce, Harvested Crops &amp; Fruit</td> <td></td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><b>Total Value</b></td> <td></td> <td>_____</td> </tr> </tbody> </table>		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			_____	_____	_____	_____	_____	_____	_____	_____	_____	<b>Total Value</b>		_____	<p><input type="checkbox"/></p>
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<b>Total Value</b>		_____																																							

<b>Farm Development Expenditure</b>		
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.	<input type="checkbox"/>	
<b>Farm House Expense Apportionment (including any attached garage / storage space)</b>		
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 %	<input type="checkbox"/>	_____ _____ _____ _____ %

<b>Mixed Use Holiday Home</b>		
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?		<input type="checkbox"/>
	Y      N	
If yes, provide details of property: _____ _____		
Was the property empty for 62 days or more in the income year?		Y      N
If yes, please complete the following section so we can determine the amount of allowable deductions.		
<b><u>Mixed Use Holiday Home – Information Required</u></b>		
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.		<input type="checkbox"/>
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):		<input type="checkbox"/>
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**

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? Y      N

Yes, provide details:

Description: \_\_\_\_\_

Market value: \$ \_\_\_\_\_

Was the asset unused for 62 days or more in the income year? Y      N

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

**Mixed Use Boat or Plane – Information Required**

The number of days the asset was **unused** 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

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: \_\_\_\_\_

Income received: \$ \_\_\_\_\_

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

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**

Have you received or traded in cryptoassets during the income year? If so, please provide the following information:

- 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

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



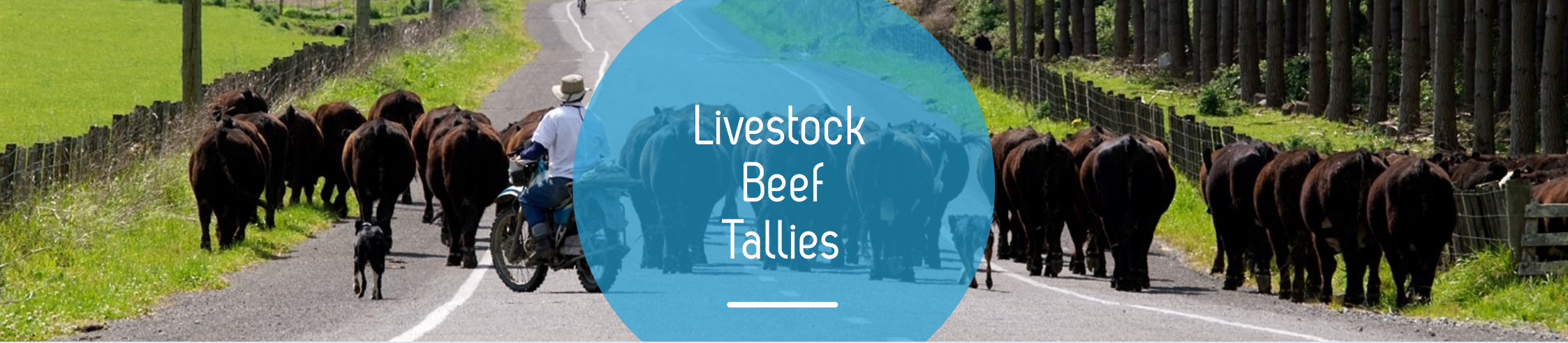


Schedule 2 – Accounts Payable (Creditors)  
Amounts owing by you at Balance Date

Client Name	
-------------	--

Name of Creditor	Description of Goods	Code	Total Incl GST

<b>Totals</b>	
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# Livestock Beef Tallies

Print your business name

Print your balance date

Number of cattle on hand as at Balance Date	Quantity
Rising one year heifers	
Rising two year heifers	
Mixed age cows	
Breeding bulls	
Rising one year steers	
Rising one year bulls	
Rising two year steers	
Rising two year bulls	
Rising three year steers	
Rising three year bulls	

Reconciliation	Quantity
Opening stock numbers	
Cattle purchased during the year	
Calves bred	
<b>Add all numbers: Sub-total (A)</b>	
Total cattle sold	
Closing stock numbers	
Known deaths / kills	
<b>Add all numbers: Sub-total (B)</b>	
Sub-total (A)	
LESS Sub-total (B)	
UNACCOUNTED FOR AND MISSING:	

# Livestock Dairy Tallies

Print your business name

Print your balance date

## Number of cattle on hand as at Balance Date

## Quantity

Peak milking cow numbers for last season	<input type="text"/>
Effective milking hectares for last season	<input type="text"/>
Rising one year heifers	<input type="text"/>
Rising two year heifers	<input type="text"/>
Mixed age cows	<input type="text"/>
Breeding bulls	<input type="text"/>
Rising one year steers	<input type="text"/>
Rising one year bulls	<input type="text"/>
Rising two year steers	<input type="text"/>
Rising two year bulls	<input type="text"/>
Rising three year steers	<input type="text"/>
Rising three year bulls	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>

## Reconciliation

## Quantity

Opening stock numbers	<input type="text"/>
Cattle purchased during the year	<input type="text"/>
Calves bred	<input type="text"/>
<b>Add all numbers: Sub-total (A)</b>	<input type="text"/>
Total cattle sold	<input type="text"/>
Closing stock numbers	<input type="text"/>
Known deaths / kills	<input type="text"/>
<b>Add all numbers: Sub-total (B)</b>	<input type="text"/>
<b>Sub-total (A)</b>	<input type="text"/>
<b>LESS Sub-total (B)</b>	<input type="text"/>
<b>UNACCOUNTED FOR AND MISSING:</b>	<input type="text"/>



# Livestock Sheep Tallies

Print your business name

Print your balance date

## Number of sheep on hand as at Balance Date      Quantity

Sheep	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (rising 3 and 4 years)	
Rising 5 year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	

## Wool Details

Total weight (in kgs) of wool on hand at balance date	
Date the wool was sold	
Money received as payment for the wool	

## Reconciliation      Quantity

Opening stock numbers	
Sheep purchased during the year	
Lambs bred / docked	
<b>Add all numbers: Sub-total (A)</b>	
Total sheep sold	
Closing stock numbers	
Known deaths / kills	
<b>Add all numbers: Sub-total (B)</b>	
<b>Sub-total (A)</b>	
<b>LESS Sub-total (B)</b>	
<b>UNACCOUNTED FOR AND MISSING:</b>	