

Lynch and Associates Limited

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Financial Statements Questionnaire – 31 March 2022

Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Balance Date	Fax:	
	Email:	

To: Lynch & Associates Ltd

Terms of Engagement

I/We hereby instruct you Lynch & Associates Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2022. 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 5% above the Reserve Bank of New Zealand cash rate, and that all accounts are due for payment 14 days after 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 Lynch & Associates Ltd'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.

The authority to act must be signed by all appropriate signatories i.e. all partners in a partnership, trustees
in a trust and directors in a company (except where recorded that one director has specific signing
authority, or one person has recorded delegated authority from the other owners/members to sign on
their behalf). Trustees who are acting as a Trustee in their professional capacity are not required to sign

an authority to act, unless all trustees in the Trust are professional trustees, in which case at least one Trustee should sign. See **IRD Information Authority** for full details of this requirement.

Name		IR	D Number	Signa	ture			Date	
Under the Compo their place of birtl lives in New Zeala	n and date	of k	oirth AND in addi	tion, th	ere m	ust be at led	ast one di	irector that either	
Director	Date of birt	łh	City / Town of b	irth	Count	ry of birth	Current	residential address	
Convenient time	to call you is	S:							
Alternative phone	e numbers a	re:							
When do you wa	nt your acco	oun	ts completed by	ιŚ					
Would you like us	to supply a	CO	py 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 If yes, please prov				vay du	ring th	e past 12 m	nonths?	-	
								_	
								-	
								-	
								_	

Records Required		Comment			
Bank Statements, Cash books, etc	1				
Where an online accounting system is used (e.g. Banklink / 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 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	l				
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 and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).					
Covid-19 Wage Subsidy and Small Business Loan					
Have you received the Wage Subsidy? (please note all dates and receipts)		Date rec: _/_/_ \$			
Have you received Resurgence Support Payments? (please note all dates and receipts)		Date rec: _/_/_ \$			
Have you received the Government Small Business Loan?					
Fringe Benefit Tax (FBT) Returns	ı				
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.					
Goods & Services Tax (GST) Returns	1				
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.					
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.		Total at Balance Date: \$ GST Included Excluded			
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.		Total at Balance Date: \$			
		GST Included □ Excluded □			

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:		
 Hire purchase or loan agreements 		
Lease agreements		
 All legal statements and agreements 		
Trade-in details	П	
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.		
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 Non-Taxable Income	1	
Did you receive non-taxable income from any other sources?		
If Yes, please provide details.		
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.		
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 feesACC payments and arrangements		
Acc payments and analigements		
Farm House Expense Apportionment (including any attached garag	e/s	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	Lives	tock 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 GST) of consumable	es on hand		\$
Petrol, Diesel & Oil				
Fencing Materials				
Water Piping & other items held fo	water system repairs	S		
Dairy Shed Supplies (Cleaning Prod	ducts, Teat Spray etc)			
Shearing Shed Supplies				
Animal Health Products (e.g. drend	ch, dip, mastitis treatr	ment 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 p is intended for sale. Examples inclucrops.				Estimated Value
Category	Quantity			(Excl GST)
Wool	kg			
Timber				
Нау	Tor	nnes dry matter		
Silage	Tor	nnes dry matter		
Grain	Tor	nnes		
Honey	kg			
Firewood				
Other Produce, Harvested Crops & Fruit				
Total Value				

Private Use						
Value of goods taken for private use at their cost price (excluding livestock).		\$				
Goods taken for own use Quantity		GST Included Excluded				
Sheep						
Cattle						
Pigs						
Milk						
Other						
Expenses paid in Cash or from Personal Funds	1					
Please provide a list if applicable.						
How many meals have you provided to contractors? (morning / afternoon tea = 1/2)		Quantity				
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.						
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,		\$				
 what was the original purchase price 		\$				
and the sale price?						
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.						
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						

Motor Vehicles		
The proportion of motor vehicle business us	se 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 %		
	log book must be completed for a three month period every three maximum of 25% of expenses incurred. If you are operating as a Crrently paying Fringe Benefit tax for:	
Mixed Use Holiday Home		
Does this entity have a property (such as a derive income?	holiday home or a bach) that is used privately and also to	
If yes provide details of property:	Yes No	
Was the property empty for 62 days or mor If yes, please complete the following section	re in the income year? Yes \(\text{No } \(\text{I} \) on so we can determine the amount of allowable deductions.	
Mixed Use Holiday Home – Information	n Required	
The number of days the property was emp	ty during the income year	
OR where income from any person receive	family or associated persons* during the income yeared was less than 80% of market ratef owned by an entity, persons associated with the entity owning the	
If there is more than one tenant who used Name of tenant: Relationship to owner (if any):	the property through the year, please attach details.	
Amount of rent they paid: \$ Dates rented (From: To)	<u></u>	
Expenses incurred in respect of the propert required):	ty (the list below is not exhaustive – details of all expenses will be	
Cost of advertising for tenants Cost of repairing damages caused by tena Number of days spent in the property while Mortgage interest		
Rates	\$	
Insurance Repairs/maintenance for general wear an Other (please give details):	\$ d tear \$	

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?	
If You provide details	
If Yes, provide details:	
Description:	
Market value: \$	
Was the asset unused 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 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 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2022

Client Name			
Name of Debtor	Description of Sale	Code	Total Incl GST
		ı	1
Totals			

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2022

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

Do not print this page

Print as applicable, either:

Client Questionnaire Livestock Numbers Client Questionnaire Livestock Sheet