

**2019 Business Information  
1/4/2018 – 31/3/2019**

**Name**

**Balance Date**

**Private Address** .....

**Postal Address** .....

.....

.....

**Telephone (Home)** .....

**(Mobile)** .....

**Fax** .....

**Email** .....

**Please answer all questions. Because the information you provide will be used for tax purposes it is important that the information that you supply us is accurate and complete. If you have any queries please contact us.**

TO: Dellow Financial Services Limited

I/We hereby instruct you to prepare my/our financial reports and taxation returns. 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. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department, and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

.....

.....

Client's signature

Date

**Tick if applicable**

Please provide all

**Bank Statements**

For the full year 1/4/18 – 31/3/19 plus one month after balance date.

**GST Returns**

Include all returns and work papers for

the year as well as IRD assessments unless completed by us.

**Cheque Butts and Deposit Books**

For the full year plus one month after balance date.

**FBT Returns**

Include all returns and work papers for the year unless completed by us.

**Cash Books**

Include bank reconciliations as well.

**Interest Certificates**

Provide all tax deduction certificates.

**Computer Software**

Include computer disks or a printout of the trial balance and the general Ledger.

**Dividend Certificates**

Provide all tax deduction certificates.

**Name and version of software used**

Software .....

Version .....

Password .....

**Log Book**

A new log book must be maintained for every vehicle used **partly** for the business **unless** you have paid FBT for it. A new log book must be maintained every 3 years for a 3-month period.

If you have completed a new log book this year, provide us with the book.

Construction materials used

**Mortgage & Loan Documents**

Details of payments during the year and the outstanding balance at 31 March. Please also provide details of any new loans.

**Credit Card Statements**

With details, if used for business purposes.

**Insurance Premium Notices**

Showing details of premiums on buildings plant and machinery, vehicles, household, and personal effects.

**Solicitor Statements**

For business and property related transactions.

**Invoices and Receipt Files**

For full year plus 1 month after balance date.

**Property Valuations**

Please provide a copy of any Government valuations of your properties received this financial year.

**Leases or Hire Purchase Agreements**

Please attach copies of all hire purchase and lease agreements entered into this year.

**ASSET PURCHASES/SALES**

Did you buy/sell or write off any assets during the year? If so please provide details.

Attached is last year's schedule.

Purchases

Date	Description	Amount
.....	.....	.....
.....	.....	.....
.....	.....	.....

**INVESTMENTS**

We need confirmation of the shares or term deposits that you hold. Please refer to the investments that you held in last years accounts.

**Sales or Write Offs (Note sale price and date on attached schedule)**

**INVENTORY**

You need to undertake a stocktake at the end of the financial year if inventory is greater than \$10,000 valued at the lower of cost or net realisable value, GST excluded). Work in Progress must be accounted for if not yet billed out (including materials used, labour cost to date, portion of overheads).

Company Name	No of Shares
.....	.....
.....	.....
.....	.....

Bank/Finance Coy	Deposit Amount
.....	.....
.....	.....
.....	.....

<b>Work in Progress</b>	\$.....	incl/excl
<b>Raw Materials</b>	\$.....	incl/excl
<b>Finished Goods</b>	\$.....	incl/excl

Please indicate what valuation method has been used to value stock (eg FIFO)

**BUSINESS USE OF HOME**

Please advise the following details for the current year.

Mortgage <b>interest</b> paid	\$.....
House & Contents Insurance	\$.....
Phone & Tolls	\$.....
Electricity/gas	\$.....
Rates	\$.....
Repairs	\$.....

**OTHER INFORMATION REQUIRED**

**CASH ON HAND**

**PRIVATE USE OF BUSINESS EXPENSES**

Unbanked takings at balance date	\$.....	(if not allocated to Drawings during year)
Petty cash on hand	\$.....	<b>\$ or % 'age</b>
Till floats	\$.....	<b>Telephone &amp; Tolls</b> ..... ..
Lay-by monies held	\$.....	<b>Power</b> ..... ..
Deposits in advance	\$.....	<b>Goods for own use</b> ..... ..

**Income Banked Privately**

Was all income banked into the main account? If **no**, please provide details of income that was not.

<b>Type of Income</b>	<b>Amount</b>
.....	\$.....
.....	\$.....

**Expenditure Paid for Privately**

Did you pay for any business-related expenses from personal funds? If so please provide details.

<b>Type of Expense</b>	<b>Amount</b>
.....	\$.....
.....	\$.....

**Private Funds Introduced**

Did you bank any private funds into the business during the year? If so please give details.

<b>Date Banked</b>	<b>Amount</b>
.....	\$.....
.....	\$.....

**Entertainment Expenses**

Please attach details of any entertainment expenditure paid (who, what for, when, and where)

**Repairs and Maintenance**

If the owners have free use of property owned by a Trust identify expenditure relating to that property.

**Contingent Liabilities**

Are there any contingent liabilities existing at year end. Please provide details.

<b>Type of Contingency</b>	<b>Amount</b>
.....	\$.....

**Gifts**

Did you forgive any debts owed to you during If so please give details.

<b>Details</b>	<b>Amount</b>
.....	\$.....
.....	\$.....

**Bad Debts**

Ensure you have written off any bad debts prior to balance date.

**Partnership Clients Only**

Please advise if any partner is **NOT** physically involved in the partnership activities (for ACC purposes).

**Company Clients Only**

Have there been any changes to shareholders?

<b>Shareholder</b>	<b>Purchased/sold</b>
--------------------	-----------------------

.....	.....
-------	-------

.....	.....
-------	-------

Have there been any changes to directors or their addresses? YES/NO

.....

.....

**Copy of accounts to third parties**

Do you want a copy sent to your Bank? YES/NO

Copy to anyone else?

.....

.....

**ACCOUNTS PAYABLE (CREDITORS) OWING BY YOU**

Name of Creditor	Expense Category	Code Number	GST \$	Total Amount \$
		<b>Total</b>		\$

**ACCOUNTS RECEIVABLE (DEBTORS) OWING TO YOU**

Name of Debtor	Income Category	Code Number	GST \$	Total Amount \$
		<b>Total</b>		\$

**Tick if applicable**

**2019 Personal Information**

**INCOME**

**Wages and Salary**

We receive a summary of wages/salary earnings direct from the IRD. Please list employers to enable us to check these details.

.....  
.....  
.....

**Unit Trusts**

Please attach all advice notices

**Interest**

Please attach all tax deduction Certificates (IR15s)

**Dividends**

Please attach all dividend advice certificates. This includes shares issued in lieu of cash dividends.

**Share of Partnership Income (If not prepared by us)**

Partnership Name  
.....

IRD Number  
.....

Share of Profit/(Loss)  
\$.....

Share of Tax Credits  
\$.....

Does any of your partnership income arise as a result of "personal effort"? YES / NO

**Share of Trust Income (If not prepared by us)**

Trust Name  
.....

IRD Number  
.....

Share of Profit \$.....  
.

Share of Tax Credits \$.....  
.

Distributions \$.....  
.



**Any Other Income**

Please provide details of any other income.

.....

**Overseas Income**

Did you have any foreign investments

that you derived income from? If yes,

please provide advice notes showing the

gross distributions and any overseas taxes deducted. Please also provide

details of the country the income was

derived from.

(Please include overseas life insurance

policies and superannuation)

**Losses from Look Through**

**Companies (LTC's if not prepared by us)**

Company Name

.....

IRD Number

.....

Share of Loss

\$.....

Or copy of financial statements

**DEDUCTIBLE EXPENSES**

Please provide full details of any expenses incurred

in deriving income from sources other than employment. Please attach supporting documents

to substantiate expenses. Types of expenses:

Income protection insurance \$.....  
.

Commissions \$.....  
.

Interest paid on funds

borrowed for business \$.....  
.

**Donations Rebate**

If you wish us to complete your claim please provide all donation receipts collected during the year.

**RENTAL INCOME**

Please supply bank statements or attach

a list of rental income and expenses.

- Gross rental receipts.
- Expenses, ie interest, insurance, rates, repairs.
- Give addresses of properties rented.
- Provide solicitor statements for any rental properties bought or sold during the year.

Period the property was available to rent

during the year:

.....  
months

**WORKING FOR FAMILY TAX CREDITS**

If you have children under 18 years of age during the year

you may be entitled to WfFTC.

Please provide details of your children.

Did any children start to receive wages, or student loans?

Name	Date of Birth	Date of any Change
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

If you received any Child Support payments during the year please supply us with details.

.....

**ACC – FOR SELF EMPLOYED**

If you were **not** on CoverPlus Extra last year, do you wish application to be made for that cover this year?

YES / NO

**OTHER INFORMATION**

**Student Loan**

If you had a student loan during the year please attach details.

**Are you getting a refund?**

If your tax calculations result in a refund being due and you are a provisional taxpayer, do you want the refund:

a) banked in full to bank account number:  
.....(attach a deposit slip) or

b) used to offset your provisional tax liability if any

**Discussion Agenda**

**Additional Services**

**To make our time together as meaningful and valuable as possible to you – you may wish to think about the following topics and indicate those you would like to discuss or learn more about. Please draw this to our attention at the interview.**

**I would like to discuss**

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Goal setting
<input type="checkbox"/>	Business plans
<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Profit improvement plans
<input type="checkbox"/>	Training
<input type="checkbox"/>	Interim/Periodic reporting
<input type="checkbox"/>	Payroll processing
<input type="checkbox"/>	Benchmarking your business
<input type="checkbox"/>	Trusts
<input type="checkbox"/>	Wills
<input type="checkbox"/>	Partnership deeds
<input type="checkbox"/>	Insurances - Income
<input type="checkbox"/>	- ACC – CoverPlus Extra
<input type="checkbox"/>	- Life
<input type="checkbox"/>	- Medical
<input type="checkbox"/>	- Business
<input type="checkbox"/>	Mortgage/Lending Review
<input type="checkbox"/>	Investments
<input type="checkbox"/>	Superannuation
<input type="checkbox"/>	Employment issues
<input type="checkbox"/>	OSH issues
<input type="checkbox"/>	Record-keeping
<input type="checkbox"/>	Relationship Property Act
<input type="checkbox"/>	“Computerising” my business
<input type="checkbox"/>	Review of internal controls
<input type="checkbox"/>	Personal and business “health” check
<input type="checkbox"/>	Personal Finances .....
<input type="checkbox"/>	Other .....