Investors Financial Statements Questionnaire - 2017

The checklist is in several parts as detailed below. Please complete the sections where they apply to you and your entity.

Sections	
Update of Personal Information / Family Details	Required (pages 2 – 3)
Records Required – Business Information	Required (Pages 4 - 5)
Records Required - Investor & Other Information	Required (Page 6)
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Sale or Purchase of Assets (Schedule 3)	If Applicable (Page 10)
Rental Property Checklist (Schedule 4)	If Applicable (Page 11)

Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

The attached Schedules of information and **enclosed** Accounting Records represent all our business transactions for the 2016/2017 financial year. I/We authorise *Young Read Woudberg Limited* to compile Financial Statements from the records and data supplied. Unless otherwise agreed, we agree to *Young Read Woudberg Limited's* standard memorandum of engagement terms, which are available at www.yrw.co.nz.

The Financial Statements are to be compiled as Special Purpose Financial Statements tailored to meet my/our specific information needs. General purpose Financial Statements will be compiled where I am/we are unable to elect, or contract for, the preparation of special purpose reports.

I/We do not require *Young Read Woudberg Limited* to complete an audit or review.

I/We accept responsibility for the accuracy and completeness of all records and information supplied to *Young Read Woudberg Limited.*

Young Read Woudberg Limited are hereby authorised to communicate with my Bankers, Solicitors, Finance Companies, Inland Revenue Department, Accident Compensation Corporation and other persons or organisations to obtain such further information as they may require in order to carry out the above assignments in respect of all our business and taxpayer entities.

Entity Name ______________________________

Person to Contact with Queries ______________________________

Phone Number ______________________________

CLIENT SIGNATURE ______________________________ ⇐ **SIGN HERE**

If you have a deadline for the preparation of these financial statements and tax return please specify reason and date required.

- **Date Required:** ______________________________
- **Reason:** ______________________________

Update of Personal Details

Preferred Postal Address			
Business Physical Address			
Home Address			
Email Address			
Home Phone		**Fax**	
Work Phone		**Mobile**	
Name		**Date of Birth**	
Name		**Date of Birth**	
ACC Number			

Important Changes – Working for Families / Child Support / Student Allowance

Please note the following in relation to the definition of income has changed for Working for Families, Student Allowance entitlements and Child Support Payments. *There are now extra income types which need to be included in your 'income figure' before an entitlement amount can be worked out*. These are:

- Attributable trustee income – including income of a company controlled by the trust – if you are a settlor of a trust.
- Attributable fringe benefits – when 50% voting is held by shareholder employees or their associates.
- PIE income – excluding superannuation funds or a retirement savings scheme (incl Kiwisaver)
- Passive income of children – includes interest, dividends and rent. Amounts over $500 a year (per child) are included as family income.
- Income of non-resident spouse (worldwide income).
- Tax exempt salary or wages – under specific international agreements in New Zealand (e.g. United Nations).
- Main income equalisation scheme deposits – made by you, your trust or a company controlled by you or your trust.
- Certain pensions and annuities – includes 50% of payments from life insurance policies or a superannuation fund (excluding NZ Super).
- Others payments – received from any person or entity and used for the family's day to day living expenses. This is only included if the total amount exceeds $5,000 per family.

  Note:
  Other payments over $5,000 includes drawings made from a *Company's* current account when no shareholder salary has been declared during the year, or the shareholders current account is overdrawn and no interest has been charged (subject to FBT).

Please review the above and if you think any of these income types apply to you, please contact us to discuss.

Family Details

1)	**Children details** *Please complete the following:*

Name of Child	***Date Left School (if applicable)***	***Tertiary Institute***	***Date of Birth***	***IRD Number***

	Student Allowance letter required	Yes	No
2)	**Working for Families Tax Credits** Have you received any regular payments?	Yes	No
	Have you had any changes in family circumstances? If yes, provide full details, for e.g. Shared custody arrangements	Yes	No
	Your relationship with your spouse or partner (including a civil union or defacto partner) commenced or ended during the year. Provide dates.		
3)	**Hours of Work** If you are in a single parent family do you work more than 20 hours per week?	Yes	No
	If you are in a two parent family are your combined hours of work more than 30 hours per week?	Yes	No
	If you and/or your spouse or partner started or stopped working the required hours during the year please attach details of the dates involved.		
4)	**Child Support** Have you received / paid any Child Support during the year?	Yes $__________	No
5)	**Other Payments Received** Have you received any other payments from any person or entity that was used for the family's day to day living expenses?	Yes	No
	If you have answered yes, please advise amount received and nature of the payment. $___________________ Nature of Payment _______________________________________		

Other Details

1)	Would you like us to forward a copy of your Financial Statements to your bank? Name of Bank ____ Contact Person ____	Yes	No
2)	Please advise the details of the Solicitor currently acting for you / your business ____		
3)	Bank Account details for Direct Lodgement of Rebates (i.e. donations), if applicable Name of Account …………………………………………………………………….. Bank and Branch …………………………………………………………………….. Full Bank Account Number ……………………………………………………………………..		

Records Required

Business Information

Please provide the following files and / or hard copy information as requested below

A	**Computerised Accounts (only complete where system file given)** • Complete End of Year processes (please contact our office should you require assistance). System Files: • CD / USB Flash Drive enclosed • Emailed to lindie@yrw.co.nz (click on email address to open a new email, attach your backup file and send to our office, please include your entity name in the message area) System Details: • Package: ______ • Version: ______ • Username: ______ • Password: ______	Yes Yes Yes	No No No
B	**Computerised Accounts (complete where system file <u>not</u> given)** • Complete End of Year processes (please contact our office should you require assistance). • General Ledger printout for the financial year (detailed transaction list in account sequence) • Trial Balance printout for the financial year	Yes Yes Yes	No No No
C	**Non Computerised Accounts** Manual Cash Book / Bank Statements / Cheque Butts / Deposit Slips	Yes	No

Please provide the following information (where applicable)

1)	**Accounts Receivable (Debtors)** Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Schedule 1 (attached)	Yes	No
2)	**Accounts Payable (Creditors)** Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Schedule 2 (attached)	Yes	No
3)	**Bank Statements** Please provide copies of the bank statements covering balance date, and a bank reconciliation where one has been completed	Yes	No
4)	**GST Returns** Copies of all GST returns filed with the Inland Revenue Department during the year, including all workpapers and supporting documents used in calculating the GST returns.	Yes	No
5)	**Loans / Hire Purchases** Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at balance date, statements, summaries and / or documentation of the new agreements or any change in borrowings including interest rates and security details.	Yes	No
6)	**Assets** Details of assets purchased or sold. If yes, complete Schedule 3 (attached).	Yes	No

7)	**Copies of invoices for**: • Legal expenses • Overseas business travel (diary record of business and private days) • Repairs & Maintenance – items costing greater than $500 • Entertainment • Insurance • ACC	Yes Yes Yes Yes Yes Yes	No No No No No No
8)	**Other Source Records**: • Invoices / Statements • Invoice Books • Petty Cash Books	Yes Yes Yes	No No No
9)	**Property Transactions**: Copies of : • Sale & Purchase Agreements • Legal Statements	Yes Yes	No No
10)	**Office at Home / Workshop** Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books? If yes, please provide the following: **Area of house** ________sqft/m **Area of Basement/Garage** _______sqft/m **Area used for Business**: Office ________sqft/m Workshop ________sqft/m Garage/Storage ________sqft/m **<u>Household Expenses</u>**: Interest paid on mortgages $______________ Rent paid (if house rented) $______________ Rates (including water rates) $______________ Power (Electricity and Gas) $______________ Repairs to office / workshop $______________ Insurance (House & Contents) $______________ Any other house expenses (specify) – ________________________________ $_____________ ________________________________ $_____________	Yes	No

Investor & Other Information

1)	**Income** Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
2)	**Rebate Information** Please provide receipts for Donations made	Yes	No
3)	**Other Income** Did you receive any other income, for example from estates or trusts, annuity or pensions ? If yes, attach a copy of supporting documentation ***Person Receiving Income*** ***Source / Type of Income*** ***Gross*** ***Tax Paid*** __________ __________ $______ $______ __________ __________ $______ $______ __________ __________ $______ $______	Yes	No
4)	**Portfolio Summary Reports** Do you use an investment manager or advisor? If yes, please provide a copy of any portfolio summary reports received in respect of the year.	Yes	No
5)	**New Zealand - Interest / Dividends / Portfolio Investment Entities (PIE) Income** Did you receive any income from these sources? If yes, please provide advice notices	Yes	No
6)	**Overseas - Interest / Dividends / Other Income / Pensions / Superannuation** Did you receive any income from these sources? If yes, please provide income distribution details We also require the following information for each shareholding: • Name of the Company and the number of shares held • Market Value of these Shares as at 31 March 2017 • Details and documentation of all sales & purchases • Details of share reinvestments Do you have any interest in a foreign company, unit trust, life insurance policy, pension fund or super scheme? If yes, please provide details	Yes Yes	No No
7)	**Rental Income** Did you receive any rental income? (IF YES, COMPLETE SCHEDULE 4)	Yes	No
8)	**Income Protection Insurance** Do you have Income Protection Insurance? If yes, please attach a copy of the invoice.	Yes	No
9)	**Kiwi Saver** Do you belong to Kiwi Saver? If yes, Name of Provider ________________ Please provide a copy of your end of year tax statement to check that the tax rate being applied is correct based on your income.	Yes	No

General Information

Please complete if applicable

Business Planning

1)	Would you like to be contacted about your GST Returns and Management Accounts being prepared by us?	Yes	No
2)	Would you like someone to contact you about computer cashbook / accounting or payroll packages you can use yourself? There are a number of cloud (internet based) products that are now available that integrate with our systems.	Yes	No
3)	Do you have a Budget / Cashflow Forecast in place for your Business for the coming year? If no, would you like us to assist in this area?	Yes Yes	No No
4)	Are you interested in us helping you to plan the future growth of your business?	Yes	No
5)	Do you have any specific business problems you would like to discuss with us?	Yes	No
6)	Would you like help in documenting a business plan?	Yes	No
7)	Would you like interim reporting for business management purposes?	Yes	No
8)	Would you like a review to be done of your business risk / insurance cover? (including ACC)	Yes	No

Estate Planning & Asset Protection

1)	Have you updated your Wills within the last 5 years? Have you given anyone your Powers of Attorney If so, please provide details ______________________________	Yes Yes	No No
2)	Would you like us review Estate Planning / Asset Protection issues ?	Yes	No
3)	If you have a Trust, have you updated your: • Memorandum of Wishes • Trustees	Yes Yes	No No

Residency

1)	Were you a non-resident at any time during the income tax year? If so, please provide full details.	Yes No	Yes No

Schedule 1 – Accounts Receivable (Debtors)

Entity Name: ___________________________

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you are yet to receive payment for. These are not to be included in Work In Progress.

If you have your own Debtors Ledger you do not have to complete this sheet. Instead please attach a copy of your Debtors Ledger.

Name of Debtor	Description of Sale	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
TOTAL ACCOUNTS RECEIVABLE			**$**	**$**	**$**

Schedule 2 – Accounts Payable (Creditors)

Entity Name:________________________

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg you purchase $100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, eg purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

Name of Creditor	Description of Purchase	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
TOTAL ACCOUNTS PAYABLE			**$**	**$**	**$**

Schedule 3 – Sale or Purchase of Assets

Entity Name: ______________________

Assets No Longer Used

Please review your previous year's set of financial statements and note any assets below that you are no longer using in the business.

Asset Name	Date Disposed of (dd/mm/yy)

Assets Purchased / Sold

Please review documentation that was required for the sale or purchase of an asset, e.g. invoices, hire purchase or loan agreements, trade-in details, lease agreements.

Date (dd/mm/yy)	Asset	Sale/Cost Price GST Exclusive	New or Used	Purchase/ Sale	How Financed

Schedule 4 – Rental Property

Entity Name: ______________________

Address of Property:		
Rental Period Number of weeks property was rented or available to rent.	No. x weeks __________	
Rental Income Total Rents Received Other Income – please provide details	\$________ \$________	
Expenses paid for rental property (please attach all invoices): Interest Rates Insurance (House and Contents) Power (Electricity and Gas) Repairs & Maintenance Collection cost or number of kilometres driven to collect rents and service property Commission / fees for property management Home office use (discuss any claim) Telephone (discuss any claim) Other expenses – please provide details, e.g. advertising etc.	 \$________ \$________ \$________ \$________ \$________ \$________ \$________ \$________ \$________ \$________	
Property Purchased or Sold during year: If yes, enclose: • Sale & Purchase Agreement • Solicitor's Legal Statements	Yes	No
Property Details: Is this the first year you have owned or rented this property? If yes, please attach: • Valuation (QV / market) Chattels Purchased: • Please attach details of Chattels purchased (nature, cost, acquisition date)	Yes	No
Property Manager: Do you use a Property Manager to manage the rental property? If so, please provide copies of the Property Management Statements for the financial year	Yes	No
Occupancy: • Was there any period of vacancy of your rental properties during the year? If yes, please advise the reason why: ____ ____	Yes	No
• Were any of the rental properties occupied by either yourself or a relative during the year?	Yes	No
GST Registration: • Are you registered for GST for this property?	Yes	No