

**End of year client questionnaire**

**Information required for completion of Financial Accounts  
for the year ended 31 March 2024**

Client Name: .....

Mailing Address: .....

Phone Number: .....

Mobile Number: .....

Email: .....

**I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT:**

Client Name: .....

Client's Signature: ..... Date: .....

Please use this form as a guide to facilitate sending in your annual financial information, upon completion please send back to us including any other records requested to [admin@couttsandsyers.co.nz](mailto:admin@couttsandsyers.co.nz)

Upon receipt we will send you out a quote in Ignition detailing our terms of engagement and the proposed fee structure for your 2024 accounting and tax work.

Once we have received this confirmation and we have all the required information, we will schedule your job for completion.

## Accounting Records

### Option 1. Xero Accounting Software users.

- Please advise us when all 31 March 2024 year end reconciliations have been completed.
- Please send us in pdf format copies of closing Bank Statements, credit card statements and closing loan balances as at 31 March 2024.

### Option 2. Other Accounting Software users.

Please email us in PDF format the following system generated reports:

- General Ledger Summary Report (1 April 2023 to 31 March 2024)
- Trial Balance (31 March 2024)
- General Ledger Detail Report (1 April 2023 to 31 March 2024)
- Profit and Loss Report (Year Ended 31 March 2024)
- Balance Sheet Report (Year Ended 31 March 2024)
- Bank Reconciliation Reports (31 March 2024)
- Copy of Bank Statements (31 March 2024)
- Debtor Summary Report (31 March 2024)
- Creditor Summary Report (31 March 2024)
- Closing loan balances (31 March 2024)

### Option 3. Manual Information

Please note, if you do not use any accounting software, we will be reviewing how you manage your accounts and GST (if GST is required) and advise if a more appropriate method is available to increase efficiencies using xero accounting software.

Please email us the following:

- OFX Bank Download for each business bank account.
- PDF of Closing Bank Statements and credit cards.
- GST Workpapers

## Further financial information



If you are using these features in Xero, then you do not need to complete questions with this icon.

### 1. Debtors (people who owe you money)

Please provide a list of the names and amounts owing to you including GST as at 31 March 2024.

### 2. Creditors (people you owe money to)

Please provide a list of the names and amounts owed by you including GST as at 31 March 2024. (including what they are for)

### 3. Stock on Hand

What is the value of your stock at 31st March 2024. ....  
(Value your stock at cost excluding GST, and exclude any obsolete items)

### 4. Work in Progress (WIP)

What is the value of any work in progress at 31 March 2024. ....

### 5. Cash on Hand

Please advise the following at 31 March 2024.

- Unbanked takings
- Petty Cash Float
- Till Float

### 6. Interest and Dividends Received

Please provide all certificates of interest and dividends received for the year ending 31st March 2024.

Please provide year end reports relating to share portfolios and managed investments.

(Note: IRD holds some Interest and Dividend information, but please provide the information so we can ensure we have it all, as in some cases IRD doesn't have full transparency of your investments.)

### 7. Other Income

Please provide details of any other income such as

- Overseas Income
- Other income not detailed previously

## 8. Transactions Not Through the Business

Were all sales banked into your business trading bank account? Yes  No

If No, list amounts not banked and when they were lodged:

	Amounts	Date
Personal	\$	
Business	\$	
Other	\$	

## 9. Credit Card information

Please supply details of any business expenses paid with a personal credit card.

## 10. Fixed Assets

Please provide a list of all assets purchased and/or sold during the year specifying:

- Date purchased/sold
- Amount paid/received
- Copy of invoice
- Method of payment
- Trade-in details (if applicable)
- Hire purchase agreements
- Solicitor Settlement statements for any property purchased/sold

## 11. Business Motor Vehicles (soletraders and partnerships only) Private and Personal Percentage

If business motor vehicle(s) is/are owned, please provide total distance travelled this year and distance travelled on business matters.

	Vehicle 1	Vehicle 2
Make/Model		
Registration number		
Business Travel (kms)		
Total Distance Travelled (kms)		

## 12. Loans and Borrowings

Please provide a copy of the year end Loan Summary or loan statements for each loan including:

- Interest paid for the year
- Closing balance at 31 March 2024.

## 13. Donations

Please provide receipts for any donations/school fees paid during the year.

## 14. Income Protection Insurance

Please provide a copy of the annual summary for any income protection insurance paid.

## 15. Home Office

If part of your home is set aside principally for use as an office/workshop/garage/storage area please provide the following details for the period 1 April 2023 to 31 March 2024

Gas and Power	\$
House Insurance	\$
Contents Insurance	\$
Rates	\$
Mortgage Interest (if home owner)	\$
Rent paid (if renting)	\$
Repairs and Maintenance – specifically for the office room	\$
Othe expenses (please specify)	\$
Total Area of Office/Storage (m2)	
Total area of Home (m2)	

## 16. Cryptoassets

Have you received or traded in cryptoassets during the income year? Yes  No

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

## 17. Rental Properties

Please provide either:

- OFX Bank Download for dedicated Rental Bank Account or
- Summary of Rental Received and expenses paid

Please also provide either:

- Property Manager year end Rental Summary
- Loan year end summaries – identifying interest paid for the year and loan balance at 31 March 2024
- Details of any repairs exceeding \$1,000

Note: A solicitors settlement statement will be required for any property purchased/sold.

Please note: If you are using Bookabach/Airbnb, changes have been introduced on GST across their providers. If you have any questions, please contact us to discuss.

## 18. Business Change

Please advise details of any significant change in Business during the year.

## 19. Shareholding/Directorship Change

Please provide details of any changes in company structure.

Notes:

- Wages – IRD confirms the total gross wages and PAYE deductions made for the year. We will obtain this information from IRD.
- AML – From 1 October 2018, accountants in practice are required to comply with anti-money laundering and countering of finances of terrorism act 2009. This may require us to obtain additional information and verified identification documents from you, which includes copies of passports, driver licences and utility bills.
- If you need any assistance completing this questionnaire or downloading an OFX please contact the office.
- If you like our service please give us a google review.

**Thank you for taking the time to complete the questionnaire.**