

**End of year client questionnaire**

**Information required for completion of Financial Accounts  
for the year ended 31 March 2025**

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 2025 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 Procedures

Our aim at Coutts & Syers is to become a paperless office - to do our bit to save the environment and utilise technology more efficiently.

### Therefore our aims are to

1. Receive all client information electronically
2. Issue all tax notices electronically
3. Retain no client paper documents in our office

### To assist this process

- Please complete our end of year client questionnaire
- Email it to [admin@couttsandsyers.co.nz](mailto:admin@couttsandsyers.co.nz) with all supporting documents required.

### If however you prefer to come into the office to drop off your paper records:

1. Ring our receptionist and book a time to come in.
2. Please wait while we scan your documents and return them to you.
3. Ensure you know your internet banking logon and passwords, we will get you to log in and we will assist you to download an electronic banking file (ofx) for each business bank account.
4. We will provide you with a client questionnaire to complete.
5. Please bring with you a copy of your Passport or Drivers License and a recent utility bill that includes details of your physical address. We need this to update our AML records.
6. Enjoy a cup of coffee while you wait.

## Accounting Records

### Option 1. Xero Accounting Software users.

- Complete all 31 March 2025 year end bank reconciliations
- Ensure all bank accounts are reconciled
- Confirm to us by email that your Xero is fully reconciled, and we can start preparation of your financial statements for 31 March 2025
- Provide us with a PDF copy of all closing bank statements at 31 March 2025
- Provide us with all loan statements for the year ending 31 March 2025

### Option 2. Other Accounting Software users.

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

- General Ledger Summary Report (1 April 2024 to 31 March 2025)
- Trial Balance (31 March 2025)
- General Ledger Detail Report (1 April 2024 to 31 March 2025)
- Profit and Loss Report (Year Ended 31 March 2025)
- Balance Sheet Report (Year Ended 31 March 2025)
- Bank Reconciliation Reports (31 March 2025)
- Debtor Summary Report (31 March 2025)
- Creditor Summary Report (31 March 2025)
- Send us in PDF format copies of closing bank statements, credit card statements as at 31 March 2025. We need these to verify your account closing balances.

### 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, as at 31 March 2025
- GST Work papers

## 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 2025.

### 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 2025. (including what they are for)

### 3. Stock on Hand

What is the value of your stock at 31st March 2025. ....  
(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 2025. ....

### 5. Cash on Hand

Please advise the following at 31 March 2025.

- 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 2025.

Please provide year end share portfolios and managed investment reports. We need these to ensure we capture all investment income.

### 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 Trade Account? Yes  No

Were all expenses paid out of your Business Trade Account? Yes  No

If not, please provide a list.

## 9. 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

## 10. Business Motor Vehicles (sole traders and partnerships only) Private and Personal Percentage

Do you use your business vehicle for personal purposes. If so, please advise what percentage of expenses are of a personal nature.

## 11. 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 2025.

## 12. Donations

Please provide receipts for any donations/school fees paid during the year. IRD regularly requires donation certificates to be submitted.

## 13. Income Protection Insurance

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

## 14. 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 2024 to 31 March 2025.

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	\$
Other expenses (please specify)	\$
Total Area of Office/Storage (m2)	
Total area of Home (m2)	

## 15. 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

## 16. Rental Properties

Please also provide

- Property Manager year end Rental Summary for each property
- Detail expenses of any repairs exceeding \$1,000
- Property Manager year end rental Summary for each rental property you own
- Loan year end summaries-identifying interest paid for the year and loan balance at 31 March 2025
- Details of any expenses that exceed \$1,000
- If you are using Bookabach/Airbnb this income will be taxable, and we need these details
- If you have purchased or sold a property in the year we will need a copy of any settlement statement from your Solicitor.

## 17. Business Change

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

## 18. 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 licenses 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.**