

Client Name		Balance Date	March / May / June 2025
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To KGA Chartered Accountants Limited

In signing this you acknowledge that you have

1. Read and accepted our Terms of Engagement
2. Provided all relevant information needed for the tax return of the above entity to be accurately completed.

Signature _____ Date _____ For and on behalf of _____

Information Required:

Please supply information as applicable.

What system do you use to record the Financial transactions of the business? Please select an option below. (If you are online and have not already done so, please send us an invitation/login. If you are not online please attach the Financial Years Accountant reports or a copy of your Manual records.)

- | | |
|--|--|
| <input type="checkbox"/> Xero | <input type="checkbox"/> Other Accounting Software |
| <input type="checkbox"/> MYOB Essential Online | <input type="checkbox"/> Excel Spreadsheet - <i>please attach a copy</i> |
| <input type="checkbox"/> MYOB Account Right Online | <input type="checkbox"/> Manual Cashbook – Please scan & attach |
| <input type="checkbox"/> Cash Manager Online | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cash Manager Rural Online | |

Bank statements confirming all bank balances as at Balance Date · e.g. Current Account, Savings Account, Term Deposit, Credit Card; or · Full Year’s Bank Statements where you supply written Cashbook /Excel summary.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Cash on Hand at Balance Date Cash on Hand \$ _____ Petty Cash \$ _____ Till Floats/Cash Floats \$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Transactions Not Through the Business Bank Account Were all sales banked into your business trading bank account? <i>If No, please provide a list showing amounts taken in cash by the owner or used to pay for business expenses.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the owner paid any business expenses privately? Let us know so that we can make sure these are claimed in your Financial accounts.	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Accounts Receivable (Debtors) Review your invoicing for the year and identify and list the amounts owing to you as at Balance Date (inclusive of GST). Exclude Bad Debts. These must be written off prior to balance date. Please supply a list of these.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Accounts Payable (Creditors) Supply a list of amounts owing by you (inclusive of GST) as at Balance Date, including name of creditors, amounts owed and what this is for.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Goods & Services Tax (GST) Supply workpaper/calculations for GST returns filed for the year ended. (If you use an online accounting software that we have access to this is not required.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Interest and Dividends Received by Business Supply copies of all Interest certificates and Dividend statements for the year ended. Please provide Investment Portfolio if applicable.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Wage Records Do you employ any employees? If yes, you may attach your annual payroll summary, this is optional, but if we require any further information regarding wages we will be in touch.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Capital Expenditure Has there been any Capital Expenditure? Supply copies of tax invoices for fixed assets purchased over \$1,000 excl. GST. Supply copies of tax invoices for fixed assets sold. Please review our detailed fixed asset schedule from your previous year's financial statements for items no longer in existence. <i>Note: Regarding Depreciation - Commercial Buildings can now be depreciated, please let us know if you want to opt into this option</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please select and provide documents if you have Loan Documents/Tax Invoices for the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual loan summary confirming interest and principal repayments made during the year. <input type="checkbox"/> Finance documents for any new loan/lease/hire purchase agreements. <input type="checkbox"/> Legal fees. <input type="checkbox"/> Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year. <input type="checkbox"/> Substantial Repairs and Maintenance. <input type="checkbox"/> Business Insurance premiums. <input type="checkbox"/> ACC payments and arrangements. <input type="checkbox"/> Donations. 	
<p>Business Assets with Private use benefit Did you own a Business Asset with Private use benefit (excluding Motor vehicles) during the year? If yes please complete a separate Mixed Use Holiday Home/Boat/Plane Questionnaire.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Fringe Benefit Tax (FBT) Workpapers – For Companies only Has FBT been accounted for on all vehicles which are not 100% work-related (utes, vans etc) and not sign-written? <ul style="list-style-type: none"> • Please indicate which vehicles you are currently paying Fringe Benefit tax for: <p>.....</p> <p>.....</p> </p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>Motor Vehicles (Not including FBT Vehicles)</p> <p>The proportion of motor vehicle business use as established by your vehicle logbook(s) is/are:</p> <p>Vehicle Description: _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <ul style="list-style-type: none"> Please note that a detailed and accurate logbook must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. 	<p>Home Office Expenses</p> <p>Have you made use of a Home Office during the year? If yes please answer the questions below, otherwise skip to the next section.</p> <p>Total Area of House _____ m²</p> <p>Business Office / Storage Area _____ m²</p> <p>Garage Area _____ m²</p> <p>Power \$ _____</p> <p>Rent/Mortgage Interest \$ _____</p> <p>Insurance – House \$ _____</p> <p>Insurance – Content \$ _____</p> <p>Rates \$ _____</p> <p>Repairs and Maintenance \$ _____</p> <p>Telephone (If not yet claimed) \$ _____</p> <p>Internet (If not yet claimed) \$ _____</p>
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Livestock – Cattle Tallies

Ensure this is completed and included with your records.

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Total Number of stock numbers at Balance Date
Beef	
Rising one year heifers	
Rising two year heifers	
Mixed age cows	
Breeding Bulls	
Rising one year	
Steers:	Bulls:
Rising two year	
Steers:	Bulls:
Rising three year	
Steers:	Bulls:
Deaths and Losses	
Natural Increase	
Killed for private use	
<p>If you would like to reconcile your beef cattle for us, please show this in the box below (Opening stock per previous years closing stock + Purchases & Births – Sales & Deaths & Killed for private use = Closing Stock at Balance date)</p>	

Dairy				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:		Bulls:	
Rising two year	Steers:		Bulls:	
Rising three year	Steers:		Bulls:	
Deaths and Losses				
Natural Increase				
Killed for private use				
If you would like to reconcile your dairy cattle for us, please show this in the box below (<i>Opening stock per previous years closing stock + Purchases & Births – Sales & Deaths & Killed for private use = Closing Stock at Balance date</i>)				

Livestock – Sheep Tallies

Ensure this is completed and included with your records

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep at Balance Date
Sheep	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes -Rising 3 year+	
Ram hoggets	
Wether hoggets	
Mixed age wethers	
Breeding rams	
Deaths & Losses	
Natural increases	
Killed for private use	
If you would like to reconcile your sheep for us, please show this in the box below (<i>Opening stock per previous years closing stock + Purchases & Births – Sales & Deaths & Killed for private use = Closing Stock at Balance date</i>)	

Related Party Transactions

Do you provide any goods or services to a related party i.e. any other business or entity to which you are associated. If yes, please complete schedule below:

Yes No

For example:

Type of Transaction	Name of Entity	At Market Value? Yes/No
<i>e.g. Rental income</i>	<i>ABC Limited</i>	<i>yes</i>

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

Government Subsidy

Please indicate which Government Covid-19 Assistance/Subsidies you received during the year?

- Wage Subsidy
- Small Business Loan
- Resurgence Scheme Payment
- Short Term Absence Payment
- Leave Support Scheme
- Other _____

Thank you for completing this questionnaire.