

**Larsen, Patterson & Willson Limited**  
**t/as LPW Accounting**

M Northcote Office Park, Unit 11, 80 Grey Street, P O Box 28,  
PALMERSTON NORTH 4440

P 06 357 5793, F 06 357 5773, E office@lpw.co.nz, W www.lpw.co.nz



**2019 BALANCE DATE QUESTIONNAIRE**

We enclose your 2019 Balance Date Questionnaire. The information from the questionnaire will provide the basis for our preparation of your 2019 Financial Statements and tax returns. Please **complete and sign** the questionnaire and return it to us **with** all of the relevant information.

Some of the information requested in the questionnaire may already be held in our office. Clients with computerised cashbooks are requested to provide their relevant printouts. In all instances the questionnaire should be completed for all items of information.

Clients of tax practitioners are allowed an extension of time for furnishing their tax returns, but continuation of this extension is dependent on the tax practitioners being able to file certain percentages of their total client's returns by particular dates. Over recent years the Inland Revenue Department has been monitoring return-filing performance very closely. We would therefore appreciate your assistance in providing your tax return information to us promptly. Receipt of your information early also allows us to provide full advice on your Provisional Tax obligations.

*The new penalty regime introduced by the Inland Revenue Department places greater emphasis on self-assessment with the result that omissions and errors are considered harshly. We therefore recommend your care in completing this questionnaire to avoid any later problems.*

If you have any questions regarding questionnaire details, please contact us.

Yours faithfully

**LARSEN, PATTERSON & WILLSON LIMITED**



**CHARTERED ACCOUNTANTS**  
AUSTRALIA • NEW ZEALAND

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## **BALANCE DATE QUESTIONNAIRE**

### **1. The following records are required**

- a) **Bank Statements** Covering all bank accounts which include business transactions for the financial year. Include loan statements.
- b) **Cheque Butts & Deposit Books** For the full year and the month immediately following balance date.
- c) **Vehicle Log Book** Submit logbook or other supportive evidence to justify motor vehicle expense apportionment.
- d) **GST Returns** If you prepare your own GST Returns, please supply copies and working papers.

### **2. The following information will assist us in preparing accurate Financial Statements and Tax Returns:**

- a) **Accounts Receivable** (Sundry Debtors)  
Accounts owing to you (inclusive of GST) at balance date. Full details please.  
**NB:** Any bad debt write-off's must be done prior to Balance Date.
- b) **Accounts Payable** (Sundry Creditors)  
Amounts owing by you (inclusive of GST) at balance date. Full details please.
- c) **Cash Transactions** (Inclusive of GST)
  - i) Advise details of expenses paid from drawings (out of pocket).
  - ii) If you have not banked all cash received, please advise details.
  - iii) If you have drawn goods from your business for your own personal use, please estimate the value: \$
- d) **Stock Valuations**  
Cost Price of Stock on hand as at balance date (exclusive of GST) \$  
**Note:** There have been significant changes in the method of valuing stock. If you are a manufacturer or have obsolete stock, please discuss with our office.
- e) **Work in Progress**  
Valuation of Work in Progress as at balance date (exclusive of GST) \$



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**3. Information required to prepare your Tax Returns:**

**a) Income Details**

- i) Wages and Salaries \*
- ii) National Superannuation. \*
- iii) Interest & Dividends.
- iv) Rents.
- v) Other Income including any from overseas.

\* **These may come from IRD in the form of a “Summary of Earnings” in May or June 2019.**

**b) Rebate Details** (If you are not completing your own Rebate claim Form).

- i) Donation Receipts.
- ii) Special Farm Ownership Account Statements.

**c) Family Support**

Please supply names and ages of your children who are supported by you if you have not previously done so. Please forward a copy of the Birth Certificate of any child born during the period 1/4/18 - 31/3/19 if you have not already done so.

**d) Student Loan**

Please advise if you have received a Student Loan during this or previous years. If you have received a Student Loan Statement from the Inland Revenue Department please supply us with a copy.

I authorise you to prepare financial statements and/or tax returns for myself and all my associated entities (e.g.: companies, trusts, spouse etc.) from the information and records I have supplied to you. I authorise you to sign tax returns on my behalf and allow you access to **all** tax types with Inland Revenue including through all Inland Revenue media and communication channels. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

I/We \_\_\_\_\_ authorise Larsen, Patterson & Willson Limited to obtain any information they require to complete my/our Annual Financial Statements and Tax Returns. I/We understand that this may involve extra charges such as bank fees for replacement bank statements.

**Signed:**..... **Date:** .....

