

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:



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CLASSES OF LIVESTOCK SCHEDULE - 2019

	Client Name:		At Balance Date	
			No. on Hand	Market Value
SHEEP	Ewe Hoggets			
	Ram & Wether Hoggets			
	2th Ewes			
	Mixed Aged Ewes (Rising 3 Year & 4 Year old)			
	Rising 5 Year & Older Ewes			
	Mixed Aged Wethers			
	Breeding Rams			
	TOTAL ON HAND			
	Lambs Docked {No: }		N/A	N/A
	CATTLE	<i>Beef Breeds & Beef Crosses</i>	Delete One	
<i>Fresian & Related Breeds, Jersey & Other dairy Breeds</i>				
Rising 1 Year Heifers				
Rising 2 Year Heifers				
Mixed Aged Cows (including Rising 3 Yr & older Heifers)				
Rising 1 Year Steers & Bulls				
Rising 2 Year Steers & Bulls				
Rising 3 Year & older Steers & Bulls				
Breeding Bulls				
TOTAL ON HAND				
Calves Weaned { No: }		N/A	N/A	
DEER	<i>Red deer, wapiti, elk and related crossbreeds</i>	Delete One		
	<i>Other breeds</i>			
	Rising 1 Year Hinds			
	Rising 2 Year Hinds			
	Mixed Age Hinds (includes Rising 3yr & older Hinds)			
	Rising 1 Year Stags			
	Rising 2 Year & Older Stags (non breeding)			
	Breeding Stags			
TOTAL ON HAND				
GOATS	<i>Angora & Angora Crosses (Mohair Producing)</i>	Delete Two		
	<i>Other fibre & meat producing goats</i>			
	<i>Milking (Dairy) Goats</i>			
	Rising 1 Year Does			
	Mixed Aged Does			
	Rising 1 Year Bucks (non breeding) / Wethers			
	Bucks (non breeding) / Wethers over 1 Year			
	Breeding Bucks			
TOTAL ON HAND				
PIGS	Breeding Sows less than 1 Year			
	Breeding Sows over 1 Year			
	Breeding Boars			
	Weaners less than 10 weeks (excluding sucklings)			
	Growing Pigs 10-17 weeks (porkers/baconers)			
	Growing Pigs over 17 weeks (baconers)			
TOTAL ON HAND				

