



**COOK NORTH & WONG LIMITED**  
 CHARTERED ACCOUNTANTS

## 2024 Business and Trust Questionnaire

**Ensure this questionnaire is completed and included with your records**

<b>Phone:</b>		<b>Client Name:</b>	
<b>Email:</b>		<b>Balance Date:</b>	

### ENGAGEMENT STATEMENT

I authorise you to prepare Financial Statements on a Special Purpose reporting basis and associated Tax Returns to comply only with the requirements of the Income Tax Act from the information and records I have supplied to you. 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. You are authorised to communicate with the appropriate Bankers, Solicitors and other persons/organisations (including the Inland Revenue for all tax types) to obtain such further information as you may require in order to carry out the above engagements.

Our full Terms of Engagement are set out in the letter which you have previously signed.

Date .....

Signed .....

**This Questionnaire must be signed and returned to this office before we can commence your 2024 work. Please ensure all points which apply to you are completed before arranging an interview with us.**

<b>Records Required</b>	<b>/</b>	<b>Comments</b>
<b>ACCOUNTING RECORDS</b>		
Where you use a computerised accounting product, please provide to us:		
• Access to cloud based systems or back-up disk at the end of the financial year.	<input type="checkbox"/>	
• Copy of bank reconciliation as at balance date for all bank accounts.	<input type="checkbox"/>	
• Final Bank statement for year for all bank accounts plus statements for the following month.		
• Transaction listing for accounts payable and accounts receivable as at balance date.	<input type="checkbox"/>	
• Non Xero, MYOB, Banklink & Cashmanager cashbooks - supply paper reports for the year-end Trial Balance and the Accounts Details Reports for the full year.	<input type="checkbox"/>	





<b>Records Required</b>	<b>/</b>	<b>Comments</b>																					
<p><b>HOME OFFICE EXPENSES</b></p> <p>If part of your home is set aside principally for use as an office/workshop/ storage area, please provide the following details:</p> <table border="0"> <tr> <td>Rates</td> <td>\$.....</td> <td></td> </tr> <tr> <td>Power</td> <td>\$.....</td> <td>Business Area</td> </tr> <tr> <td>Insurance</td> <td>\$.....</td> <td>.....M</td> </tr> <tr> <td>Interest (house mortgage)</td> <td>\$.....</td> <td></td> </tr> <tr> <td>Repairs &amp; Maintenance (please provide details)</td> <td>\$.....</td> <td>Total Area ..... M</td> </tr> <tr> <td>Other</td> <td>\$.....</td> <td></td> </tr> <tr> <td>Total</td> <td>\$.....</td> <td></td> </tr> </table> <p>If house or flat rented total rents paid \$.....</p> <p><b>Note:</b> We will claim power, insurance and rates using the standard allowance permitted by the IRD unless you provide us with the actual amount for the year.</p>	Rates	\$.....		Power	\$.....	Business Area	Insurance	\$.....	.....M	Interest (house mortgage)	\$.....		Repairs & Maintenance (please provide details)	\$.....	Total Area ..... M	Other	\$.....		Total	\$.....		<input type="checkbox"/>	
Rates	\$.....																						
Power	\$.....	Business Area																					
Insurance	\$.....	.....M																					
Interest (house mortgage)	\$.....																						
Repairs & Maintenance (please provide details)	\$.....	Total Area ..... M																					
Other	\$.....																						
Total	\$.....																						
<p><b>MORTGAGES AND LOAN ACCOUNTS</b></p> <p>Supply mortgage and bank loan statements etc.</p>	<input type="checkbox"/>																						
<p><b>LEGAL TRANSACTIONS</b></p> <p>Copies of Solicitors' statement for all business related transactions.</p>	<input type="checkbox"/>																						
<p><b>INSURANCE</b></p> <p>Please supply a copy of the premium schedules/invoices to enable a separation of private premium costs from deductible business premiums.</p>	<input type="checkbox"/>																						
<p><b>INDEPENDENT EARNER TAX CREDIT</b></p> <p>If you expect to have an annual income between \$24,000 and \$48,000 you may be entitled to this tax credit.</p> <p>This tax credit cannot be claimed if you receive an income tested benefit. Working for Families Tax Credits, Veteran's Pension or NZ Superannuation.</p> <p>If you received any of these benefits for any part of the year please advise the period that they were received.</p>	<input type="checkbox"/>																						
<p><b>STUDENT LOAN</b></p> <p>Do you have a student loan</p>	<input type="checkbox"/>																						
<p><b>FOREIGN SOURCED INCOME</b></p> <p>Do you have Foreign Sourced Income (including superannuation)?</p> <p>Please provide details</p>	<input type="checkbox"/>																						
<p><b>TRUSTEE OF A FOREIGN TRUST OR ESTATE</b></p> <p>Are you a trustee of a Foreign Trust or Estate?</p> <p>If so we may require additional information later</p>	<input type="checkbox"/>																						

**Don't forget to sign on front page**