

ANNUAL QUESTIONNAIRE BUSINESS 30 JUNE 2024

name	
address	
phone number	
mobile number	
email address	

Please amend/complete the above information if incorrect or not completed

TERMS OF ENGAGEMENT

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements. You are not to complete an audit or undertake a detailed review of my/our affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Statements. I/We understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third persons.

I/We also accept responsibility for all other records and information supplied to you other than those listed in this questionnaire. I/We accept responsibility for any failure by me to supply all relevant records and information to you.

COS.CA Limited will not retain paper based records. All records will be scanned and stored electronically for the required seven year period. Once scanned, all paper based records will be either returned or securely shredded.

GUARANTEE AND INDEMNITY

I / We authorise COS.CA Limited to act for me / us / related Company(s) or Trust(s).

- I / We guarantee to pay any Fees owing to COS.CA Limited should any related Company or Trust be insolvent.
- I / We indemnify COS.CA Limited and its Directors from any claim by any Beneficiary of any related Trust.

AUTHORITY TO ACT AND OBTAIN INFORMATION

I/We authorise COS.CA Limited to act as our tax agent with Inland Revenue on matters relating to all tax types. This includes authority to discuss and make enquiries verbally or in writing to Inland Revenue regarding my/our tax affairs as well as obtaining and accessing information provided online by Inland Revenue.

I/We authorise any person or company, including Fonterra, Farm Source, Dairy Company and other to provide COS.CA Limited with any past, current or future information as required to complete the Financial Statements, and/or Tax Return, and any other work COS.CA Limited carries out on behalf of my/our behalf.

I/We further authorise COS.CA Limited to furnish to any third party, financial information of mine/ours as COS.CA Limited sees fit that is requested in furtherance of our business activities.

I/We authorise COS.CA Limited to act on my/our behalf in respect of the Accident Compensation Corporation (ACC) for the purposes of querying and/or changing information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services.

SIGNATURE DATE	//
ON BEHALF OF	

2. CHA	NGES TO YOUR BUSINESS FROM PREVIOUS	S YEAR				
Have there been any of the following changes to your business during the year:						
a)	a) Structural Changes i.e. Shareholding, Directorship, Trustees and Partners					YES / NO
	Any changes to Land Use					YES / NO YES / NO
c)	Was there any gifting made during the last 12 r documentation of this gifting	montins	of either cash o	i debi	r il so please provide	
d)	Have there been any significant events since be					
	pany are there any contingent liabilities e.g. gua	arantees	s – these need to	o be re	ecorded in the notes	to
the acco						
3. RECO	ORDS TO SUPPLY FOR PREPARATION OF YO	OUR AN	NUAL REPORT	Г		
	USE ACCOUNTING SOFTWARE:	aca ium	n to Question 4			
	If <u>we</u> input your data throughout the year, <u>plea</u> If <u>you</u> prepare your own computer based cash				ing reports and tick y	when enclosed.
b) Please s	<u> </u>	воок, р	lease <u>print</u> the i	lollow	ing reports and tick v	vnen enclosed:
	Which computer system and version you	are usir	ng			
	Your Username		Γ			
	Your Password					
Please s	end in your					
Full Ger	neral Ledger/Account Details Report, Trial Baland	ce, Profi	t and Loss and E	Balanc	e Sheet	
Final Ba	nk Statement for all Bank Accounts used					
IF YOU	DO NOT USE ACCOUNTING SOFTWARE:					
Please i	nclude the following:					
GST Ret	urns and Workings		Invoices for	large I	Repairs & Maintenan	ce costs
Bank St	atements for all accounts		Invoices for	all Ass	set Purchases & Sales	
Credit C	Card Statements		Sales Advice	s/Cred	dit Notes	
Sales In	voice book					
	Please check these records are fo	or the <u>fu</u>	<u>ll</u> year and one-	-mont	h past balance date	
4. ASSE	TS PURCHASED OR LEASED DURING THE Y	EAR				
Item			New/Used		Date Purchased	Total Inc GST

5. ASSETS SOLD OR SCRAPPED/WRITTEN OFF DURING THE YEAR

Item	Sold/Scrapped	Date Sold	Total Inc GST

Refer to lasts years assets schedule for a list of assets we currently hold for you

6. LAND/BUILDING SALES AND PURCHASES

- Please supply all legal statements and invoices relating to land bought or sold during the year
- For property purchased or sold, please supply details of values for buildings/development/other items included in the sale or purchase.

7. RATING VALUATION

Have you had a new rating valuation since last year? If so, please include Valuation details YES / NO

8. CREDITORS/ACCOUNTS PAYABLE

a) Detail any expenses incurred before balance date which are paid after balance date -

Name of Creditor	Description of Goods/Services	Net Amount	GST	Total inc GST
	TOTALS			

b) Unpresented Cheques written before balance date but not presented until after balance date

CHEQUE #	Name of Creditor	Description of Goods/Services	Total Inc GST

9. DEBTORS/ACCOUNTS RECEIVABLE

Detail any income earned before ba	lance date which was received aft	er balance date		
Name of Debtor	Description of Sale	Net Amount	GST	Total inc GST
	TOTALS			
10. CASH ON HAND				
Cash on hand should include cash fl	oats and cash sales prior to balanc	e date and not banked	l until after bala	nce date.
Cash Float		\$		
Takings not Banked		\$		
Final Bank Deposit for Year	End	\$		
Date banked				
11. CASH INCOME DURING THE	YEAR NOT BANKED			
Were all takings banked into your b	usiness bank account?			YES / NO
If not, please provide details where	banked, amount and description c	of goods sold:		
12. STOCK ON HAND	000 00 yeu de net heve te ine	luda		
If stock on hand is less than \$10	•		1	· ()
Stock for resale or for use in produc	· 2		(ex G	
Work in Progress (materials and lab Date of Stock Take	our)		(ex G	151)
Adequate records should be retaine	ad to substantiate these figures			
13. INVESTMENTS				
Please supply rebate/dividend advid	ca notices which lune have increas	ed your shareholding	and conies of a	ny statements
from these companies confirming sl		eu your sharenoluing,		ily statements
14. TERM LOANS/HIRE PURCHA	SE CONTRACTS			
Please supply documentation show	-			
rate and term of the loan(s). If you h please supply all documentation.	nave refinanced or entered into an	y Loan or Hire Purchas	se contracts dur	ing the year,
15. ACC				
ACC have a compensation product of cover you require. This avoids havin on your situation, CPX premiums Ju benefits that are available from its u	ng cover that fluctuates year to yea ne be lower or higher than what ye	r with your profit figur	res. Depending	
Are you currently using CoverPlus E	xtra?			YES / NO

YES / NO

YES / NO

If you are not using CoverPlus Extra, would you like to discuss this?	

Partnerships – Are both partners active in the business?

16. USE OF HOME FOR BUSINESS PURP	OSES		
Have you used part of your home for busine		ige or storeroom?	YES / NO
If <u>YES</u> , please advise:	ess purposes, e.g. as an onice, gara		
Rates	\$		
Rent	\$		
Mortgage Interest	\$		
House Insurance	\$		
Contents Insurance	\$		
Repairs and Maintenance	\$		
Telephone	\$		
Power and Heating	\$		
Other (e.g. Internet)	\$		
The area of your home used for business pu	urposes (June include garage)	sq/n	n
The Total area of your home		sq/n	n
17. CLAIM FOR OTHER DEDUCTIBLE EXI	PENSES		
If expenses are paid in cash from the person	nal account, please supply details b	pelow:	
18. HOLIDAY PAY			
			YES / NO
18. HOLIDAY PAY Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d			YES / NO
Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d		wable deduction this year.	YES / NO
Are there any Holiday Pay and/or Bonus Sal	ays of Balance Date will be an allow	wable deduction this year.	YES / NO
Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d	ays of Balance Date will be an allov Total Amou	wable deduction this year.	YES / NO
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Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d Employee Name	ays of Balance Date will be an allow Total Amou Owed	wable deduction this year.	YES / NO
Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d Employee Name 19. INSURANCE Please enclose the annual premium advice i	ays of Balance Date will be an allow Total Amou Owed	wable deduction this year.	YES / NO
Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d Employee Name 19. INSURANCE	ays of Balance Date will be an allow Total Amou Owed Owed notes, or advise details of the follow	wable deduction this year.	YES / NO
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Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d Employee Name 19. INSURANCE Please enclose the annual premium advice to Car Insurance	ays of Balance Date will be an allow Total Amou Owed Owed notes, or advise details of the follow	wable deduction this year.	YES / NO
Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d Employee Name 19. INSURANCE Please enclose the annual premium advice of Car Insurance House Owners	ays of Balance Date will be an allow Total Amou Owed Owed notes, or advise details of the follow	wable deduction this year.	YES / NO
Are there any Holiday Pay and/or Bonus Sal Note: Holiday Pay taken or paid within 63 d Employee Name 19. INSURANCE Please enclose the annual premium advice to Car Insurance House Owners House Contents	ays of Balance Date will be an allow Total Amou Owed Owed notes, or advise details of the follow	wable deduction this year.	YES / NO

20. MOTOR VEHICLE				
Car/Make	Model	Log Book Kept?	Business %'age	
Is a new log book required? (If	over 3 years since log comple	eted or you have purcha	sed a new car)	YES / NO
Please ensure that car expense	s (fuel, repairs and insurance	e) are able to be identifi e	ed.	
PRIVATE VEHICLE USED IN BUS	SINESS			
Did you use a Private Vehicle fo	or Business purposes?			YES / NO
What vehicle was used?				
If so, we require the kilometres	of use from your log book?	kms		
21. REPAIRS AND MAINTEN	ANCE			
Did you have major repairs and maintenance to business assets during the financial period?				
If YES, please supply copies of <u>A</u>	<u>ALL</u> invoices over \$2,500.00.			
22. STUDENT ALLOWANCES	/STUDENT LOANS			
Are any of your children attend	ling, or about to attend, Univ	ersity/Polytech etc?		YES / NO
If YES would you like to discuss	your income level and how i	t will affect their eligibili	ty for allowances?	YES / NO
Do you, or anyone in your family who we complete tax returns for, have a student loan?				
23. EMMISSIONS UNITS (CA	RBON CREDITS)			
Have you been allocated any ca	arbon credits?			YES / NO
Have you traded in any carbon	credits (purchase or sale)?			YES / NO
If YES , please provide full detai	ls (including allocation details	s, Pre or Post 1990)		
24. DONATIONS				
Tax credits are available for the	e above. If you would like us t	to complete this for you,	please supply all donation	n receipts.
25. NON-BUSINESS INCOME				
Interest and Dividends: Diase	confirm courses of interest f	or the 2022/2024 year	No poto wo will be able t	o got majority of

Interest and Dividends: Please confirm sources of interest for the 2023/2024 year. We note we will be able to get majority of information from IRD.

Other Income – Please advise us of any other income

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26. RENTAL PROPERTY INVESTMENTS

Please supply residential property investment details if applicable. Please download the additional supplement from the Questionnaire section on our website (<u>www.cosca.nz</u>).

27. OVERSEAS INCOME

Do you hold any overseas investments, including superannuation schemes and pension funds?	YES / NO
Did you receive an overseas pension/superannuation during the year?	YES / NO
If YES please supply all details.	

28. INCOME PROTECTION INSURANCE	
If you hold an Income Protection Insurance policy, would you like us to include your premiums as a deduction in your tax return, if applicable?	YES / NO
Please note that if we claim a deduction in your tax return then any funds you receive as a result of a claim are taxable income.	
29. WORKING FOR FAMILIES	
If you currently receive Working for Families or believe you June be entitled to receive it, please download the additional checklist from the Questionnaire section on our website (<u>www.cosca.nz</u>). The changes in calculating Working for Families mean we won't be able to calculate your entitlement unless this is completed.	YES / NO