



Financial Statements Questionnaire

Ensure this questionnaire is completed and included with your records

| | | | |
|--------------|--|-------|--|
| Client Name | | Phone | |
| IRD Number | | Fax | |
| Balance Date | | Email | |

To: Macdonald Perniskie Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the 2023 financial year. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

Fees invoiced to me/us by Macdonald Perniskie Limited are based either on the value of time spent on each assignment or via an agreed client service plan. Payment is required on or by the 20th of the month following invoice, except where there is an agreed payment arrangement in place. The Directors of Macdonald Perniskie Limited reserve the right to charge interest of 1.5% monthly on unarranged overdue accounts. Any expenses, legal or otherwise, to recover outstanding monies will be chargeable to me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, Inland Revenue Department (through all channels including electronic ones) for all tax types (excluding child support), ACC and all other government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature _____

Date _____



1. Rental Income and Expenditure

Supply bank statements clearly identifying and detailing all transactions that relate to the rental properties
Supply details of the following for each rental property, use a separate sheet if necessary.

Income:

Total rent received \$ _____

Expenses:

Rates (including Regional Council rates) \$ _____

Water rates \$ _____

Insurance \$ _____

Power \$ _____

Phone \$ _____

Repairs and maintenance (please attach details or invoices) \$ _____

Mortgage interest (attach copy of loan summary/statements from bank) \$ _____

Details of any other expenses relating to rental property:

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Details of visits to inspect property/conduct property business:

| Date | km | Details |
|------|----|---------|
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2. Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

| | | |
|----------------------------------------------|-------------------------|-----------------|
| Area used for business: | _____ (m ²) | |
| Total area of house and workshop | _____ (m ²) | |
| Rent | \$ _____ | |
| Power | \$ _____ | |
| Phone | \$ _____ | |
| Internet | \$ _____ | |
| Insurance – building and contents | \$ _____ | |
| Interest – house mortgage | \$ _____ | |
| Rates – (including Regional Council rates) | | \$ _____ |
| Repairs and Maintenance | | \$ _____ |
| Other | | \$ _____ |
| TOTAL | | \$ _____ |
| Cost of house and section | | \$ _____ |
| Cost of section | | \$ _____ |
| Construction materials: (timber, brick, etc) | | \$ _____ |

1. Residential Rentals:

Please attach details:

- Supply Rental statements if applicable – e.g. Harcourts or Property Management statements.
- Details of any fixed asset purchases during the year.

2. Airbnb/Short term accommodation:

- Total Airbnb income for the year.
- Supply Airbnb statements if applicable.
- For Airbnb clients: Total number of days rented out _____
Total number of private use days _____
- If GST registered, copies of GST returns and schedules detailing what was returned and claimed.
- Details of any fixed asset purchases during the year.



3. Airbnb Income and Expenditure

Income:

Total rent received \$ _____

Expenses:

Rates (including regional council rates) \$ _____

Water rates \$ _____

Insurance \$ _____

Power \$ _____

Phone \$ _____

Repairs and maintenance (please attach details or invoices) \$ _____

Mortgage interest (attach copy of loan summary/statements from bank) \$ _____

Details of any other expenses relating to rental property:

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Details of visits to inspect property/conduct property business:

| Date | km | Details |
|------|----|---------|
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| | | |

Key Issues

Please note down any issues you would like to discuss when we meet.

Individual Income

Please include details for:

- Wages/PAYE
- Interest received
- Investments if applicable