

Annual Questionnaire

Entity Name: _____

Financial Year End: 31 March 2026

Purpose of This Questionnaire

This questionnaire has been designed to support the timely and accurate preparation of your annual financial statements and income tax returns. Please complete all relevant sections and provide supporting documentation where requested. Additional information may be attached if required.

1. Banking & Cash Management

1.1 Bank Reconciliations

- All bank accounts have been fully reconciled to 31 March if you code your own Xero account
 - Alternatively, bank statements for the full financial year (CSV **and** PDF format) have been provided.
-

1.2 Income Not Banked

Was any business income received that was **not** deposited into a business bank account?

- No
 - Yes – please provide details below (amounts, dates, and reason):
-

2. Sales & Receivables

2.1 Accounts Receivable

- All sales invoices have been recorded in the accounting system.
- Outstanding balances over 30 days have been reviewed and followed up.

Please attach an aged receivables report as at **31 March**.

2.2 Bad Debts

Have any debts been identified as irrecoverable during the year?

- No
 - Yes – please provide details and confirm they were written off in the ledger prior to 31 March, with evidence of recovery attempts.
-

3. Purchases & Payables

3.1 Accounts Payable

- Creditors have been reviewed for accuracy.
- All expenses incurred up to 31 March (including payments made by 20 April) have been recorded.

3.2 Expenses Paid Privately or in Cash

Have any business expenses been paid from personal funds or cash?

- No
 - Yes – please provide details and supporting documentation.
-

4. Assets, Stock & Inventory

4.1 Fixed Assets

Please advise if any assets were:

- Purchased
- Sold
- Written off
- No longer in use

No changes

Changes occurred – please provide details and supporting documentation.

4.2 Stock on Hand (if applicable)

Stock on hand listing as at 31 March has been provided.

The stock list should include:

- Product description
 - Quantity on hand
 - Cost price (GST exclusive)
 - Total stock value (including stock in transit)
-

5. Employees & Payroll

Were any amounts owing to employees at year end?

No

Yes – please detail the following (to be paid within 63 days of balance date):

- Holiday pay
 - Long service leave
 - Bonuses
-

6. Financing & Liabilities

6.1 Term Loans

Loan statements for the financial year or statement as at 31 March have been provided.

6.2 Inter-Entity Balances

Are there loans or balances with related entities?

No

Yes – please provide copies of the related entity financial statements.

7. Motor Vehicles & Home Office

7.1 Motor Vehicle Logbooks

A valid 3-month logbook has been completed during the year and is attached if privately owned

7.2 Home Office Expenses

If you have a designated home office used for business purposes, please complete the following form:

Home Office Claim Form: <https://forms.cloud.microsoft/r/RXP4VS8h2s>

8. Other Income & Personal Matters

Please indicate if you received any of the following during the year and attach supporting documentation:

Donations (receipts)

Cryptocurrency transactions

Overseas income (including pensions)

Overseas investments

Other personal income

Details (if applicable):

9. Business or Structure Changes

Have there been any changes to your business structure or personal circumstances during the year?

- No
- Yes – please provide details and documentation.
-

10. Private Use & Drawings

Were any business goods taken for private use?

- No
- Yes – please provide details and the cost of goods taken.
-

11. Working for Families (If Applicable)

Have there been any changes to children in your care during the year?

- No
- Yes – please provide details below.
-

Declaration

I confirm that the information provided in this questionnaire is complete and accurate to the best of my knowledge.

Signed: _____

Name: _____

Date: _____

Submission

Please email the completed questionnaire and supporting documentation to:

info@elevationaccountants.nz . Thank you for your time and cooperation.