



Charities, Clubs & Society Accounts Questionnaire 2024

Full Name:

IRD Number/Charities Commission Number:

Is there a specific date that you require your tax return completed by?

What is your balance date?

We would like to check the information we have on file to ensure it is accurate and up to date. Please complete all details, even if you think we have this information already.

Contact Details

Physical Address:

Delivery Address (if different from above):

Email:

Phone:

What is your preferred method of contact?

Please be aware that we may email confidential information to the email address provided, please ensure the email provided is active.

Income

Please tick sources of income which apply

Bank Statements – Full Year

or

If you are already providing us with digital transactions, we will only require a balance of any account you might hold on the final day of your “tax year”.

Have there been any changes to provisions in the Trust Deed?

Do you have any other information that you consider relevant to your income?

Have there been any changes to the Trustees?

Do you have any other information that you consider relevant to your expenses?

Important things to remember.

We cannot begin working on your Financial Statements until **ALL THE INFORMATION** in these worksheets have been filled out entirely despite how well we know you and your circumstances.

Please provide copies of the requested documents and ensure you keep the originals. You are required to keep these records for a minimum of seven years.

All information and worksheets can be emailed to:

reception@borriegrup.co.nz

or delivered to:

1017 Heretaunga Street East, Parkvale, Hastings 4122

Privacy Act Authorisation

I instruct Borrie Financial Group Limited to prepare my financial statements for the year ended specified on page one. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information.

I understand that I am required to keep all tax records including receipts, vehicle logs and home office workings for a period of seven years. I will retain the original of all records provided to Borrie Financial Group for this period and will not require records to be returned to me.

I understand that the financial statements (if required) are to be prepared for taxation purposes (to determine my tax liabilities) only.

Authorisation to obtain information subject to the Privacy Act

I authorise Borrie Financial Group Limited to communicate with the IRD, ACC, appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement. This authorisation will stay in place until cancelled by either party in writing.

The information that I have provided in this questionnaire and checklist and any other source is true and correct.

Name:

Signature: _____

Date: