

## Financial Statements Questionnaire - 31/03/2021

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31/03/2021	Email:	

To:

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2021. 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 acknowledge that any advice given by us is only an opinion based on your knowledge of our particular circumstances. I/We acknowledge that I/we have obligations under income tax law to keep full and proper records in order to facilitate the preparation of accurate returns, these records are required to be kept for seven years. 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 during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/out 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 \_\_\_\_\_

[illegible]

Records Required		Comment
<b>Bank statements, Cheque butts, Cash books, etc</b>		
<p><b>Please note that you are on Xero they only need to provide the balance at 31/3/21</b></p> <p>Where <b>no Cash Book is</b> supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> <li>• Bank statements including any savings account or term deposit</li> <li>• Cheque and Deposit butts showing the nature of each payment/deposit</li> <li>• Receipt books. Make sure any items not for business sales are clearly marked</li> <li>• Suppliers invoices filed in cheque number order</li> </ul> <p>Where you supply a <b>written cash book</b>, please provide and include one month <b>past</b> balance date:</p> <ul style="list-style-type: none"> <li>• Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>• Bank statements including any savings account or term deposit</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> </ul> <p>Where you supply a <b>computerised Cash Book</b>, please provide:</p> <ul style="list-style-type: none"> <li>• Backup disk as at the end of financial year or email files to us</li> <li>• Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>• Final Bank Statement for year for all bank accounts</li> <li>• Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>		
<b>Loan Statements</b>		
Supply a copy of any loan transactions statements for the financial year up to your balance date.		
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates		
<b>Accounts Receivable (Debtors) - see attached Schedule 1</b>		
<p>All accounts or amounts owing to you at balance date should be scheduled.</p> <p><b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>		<p>Total at Balance Date:</p> <p>\$ _____</p>
		<b>GST Included Excluded</b>
<b>Accounts Payable (Creditors) - see attached Schedule 2</b>		
<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p>		<p>Total at Balance Date:</p> <p>\$ _____</p> <p><b>GST Included Excluded</b></p>

Records Required		Comment
<b>Stock on Hand</b>		
<p><b>Stock</b></p> <p>Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like us to use this option. (Please note that if your annual turnover is more than \$1.3 million, you are not able to use this option).</p>		<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>• Cost</li> <li>• Net realisable value</li> <li>• Market value</li> </ul> <p>\$ _____</p> <p><b>GST Included Excluded</b></p>
<p><b>Work in Progress</b></p> <p>Include material costs, labour costs and overhead costs.</p> <p><b>Prepayments received</b></p>		<p>\$ _____</p> <p><b>GST Included Excluded</b></p> <p>\$ _____</p> <p><b>GST Included Excluded</b></p>
<b>Capital Expenditure</b>		
<p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> <li>• Hire purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements and agreements</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoices</li> </ul> <p>A copy of last year's Asset and Depreciate Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>		
<b>Legal and Loan Documents</b>		
<p>Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.</p>		
<b>Business Expenses</b>		
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <p>Insurance premiums</p> <p>Legal Fees</p> <p>ACC payments and arrangements</p>		

Records Required		Comment
<b>Motor Vehicles</b>		
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p>		<p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <ul style="list-style-type: none"> <li>Please note that a detailed and accurate log book must be completed for a 3 month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred</li> <li>If you are operating as a company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</li> </ul> <p>_____</p> <p>_____</p>		<p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>

### **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:

\_\_\_\_\_ M2

Total area of House & Workshop

\_\_\_\_\_ M2

Power

\$ \_\_\_\_\_

Insurance (Building & Contents)

\$ \_\_\_\_\_

Interest  
(House Mortgage)

\$ \_\_\_\_\_

Rates

\$ \_\_\_\_\_

Repairs & Maintenance

\$ \_\_\_\_\_

Other

\$ \_\_\_\_\_

Total

\$ \_\_\_\_\_

Cost of House and Section

\$ \_\_\_\_\_

Cost of Section

\$ \_\_\_\_\_ C

Construction materials:  
(timber, brick, etc)

### Schedule 1 - Accounts Receivable (Debtors)

### Amounts owing to you at (31/03/2021)

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**Client Name**

[illegible]

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## Schedule 2 - Accounts Payable (Creditors)

**Amounts owing by you at (31/03/2021)**

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**Client Name**

[illegible]

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