

NAME:

Questionnaire for **COMMERCIAL** financial statements and taxation return for the Year Ended 2011

Please answer all questions, then sign the terms of engagement and authority at the back, and telephone Mandy on 07 834 4046 to arrange a 15 minute appointment to drop off the records.

We are unable to commence work until we have received this questionnaire completed, signed and with full supporting information.

It is important that the information you supply us with is accurate and complete because it will be used for tax purposes. If you have any queries, please don't hesitate to contact us.

Thank you

Actions required from you

Please complete the questionnaire and provide the information below:

- Complete the questionnaire**
- Check contact details are correct (page 2)
- Provide all tax return information (page 2)
- Copy of financial statements to bank (page 2)
- Cashbook/bank statements/computerised system & source records (page 3)
- Rental property questionnaire required? (page 3)
- Vehicle mileage/logbook (page 4)
- Home office information (page 4)
- Goods for personal use (page 4)
- Cash on hand/undeposited funds (page 5)
- Stock on Hand (page 5)
- Work in progress (page 5)
- Bad debts considered (page 5)
- Mortgage and loan agreements and statements (page 5)
- Completed schedule of asset purchases and sales/trade ins** (page 6)
- Completed schedule of accounts receivable** (page 7)
- Completed schedule of accounts payable** (page 8)
- Signed the Terms of Engagement, indemnity and general authority** (page 10)

1. Contact details

Please check your contact details and complete if they are not listed.

Phone Number:

Mobile number:

Fax Number:

Email address:

Tick box to receive newsletters by email

2. Tax Information Required

Please provide the following:

- Certificates for interest and dividends received
- Overseas Income (earned as a NZ resident taxpayer)
- Other Income and other relevant information
- Income protection insurance statement
- LAQC losses other than from a company for which we are prepare accounts
- Share Trading – if you have been dealing in shares or purchased shares for the purpose of selling at a profit, please advise full details

Overseas Investments

- List overseas investments including date purchased & cost (shares, superannuation, life insurance etc) below
- Provide copy of documents/invoices showing investment purchases if available
- Provide dividend and interest certificates

Name	Type	No.	Date Purchased	Purchase Price

Copy Financial Statements to Bank

If you would like us to forward a copy of your financial statements to a third party, for example your bank, please provide details below:

3. Business Information Required

Computerised System

- Backup of computerised accounting records
- Print out of trial balance and general ledger

This information can be sent by disc or as an email attachment. Before sending please check the data to see that it is for a full year, the bank account reconciles to bank statements and the data is not corrupted by viruses.

OR Manual System

- Cashbook reconciled to bank account on a monthly basis.
- Coded bank statements– please contact us for an updated coding list and Banklink coding report if you are on banklink
- Cheque butts & deposit books
- Petty cash book

Other Source Documents

- Bank Statements for each operating, investment and loan account *for the full year and at least one month after balance date.*
- Supplier's statements and invoices *for the full year and at least one month after balance date.*
- Copies of legal statements and hire purchase agreements
- Wages book
- GST returns and supporting work papers
- Business insurance invoices including policy statements showing premiums for each asset or asset group
- Fringe benefit tax returns filed and supporting work papers

Rental property

- If your business has a rental property or rented a farm cottage, please ensure you have completed a separate rental property questionnaire. *Please contact us for the questionnaire if you have not received it.*

Other Information required

- Was all income banked into your business bank account? If not please provide a list detailing the date, source of income, amount, how it was received and how it was spent.
- Please provide a list of all expenses paid by cash and state whether this cash was taken from takings before being banked or from private funds. Where expenses are paid from private funds, please specify the nature of these funds.

Motor Vehicle Expenses

- A logbook must be kept for a three month period once every three years unless you are a company. Please include your most recent log book information.

Vehicle	Total Km	Business Km	Business %'age	Logbook date

- If you are a company and drive a company car, please include the number of days your car was unavailable for personal use, for example you were overseas **OR** provide copies of FBT returns.

Vehicle	Days unavailable

Home Office Expenses

If you used your own home for business purposes please complete the following table:

- Area of office _____m2
- Area of home _____m2

Expenses for the year paid for privately in relation to your home:

- Interest paid on home mortgages \$ _____
- Electricity \$ _____
- Gas \$ _____
- Rates (including water) \$ _____
- Repairs and Maintenance (office only) \$ _____
- Insurance (building only) \$ _____
- Rent paid (if a rented property) \$ _____

Cash or goods taken for personal use

List below the items taken for personal use but not paid for, including the value of each.

	Value (incl GST)	GST adjustment made? Y/N

Cash on hand

- Cash/cheques not banked at year end \$ _____
- Petty cash/till float at year end \$ _____

Stock on hand

- Stock held for resale must be counted at balance date and written stock sheets kept to substantiate this amount. The stock must be valued at the lower of cost or net realisable value and list here if \$5000 or more.
- Value of stock on hand at balance date (GST exclusive) \$ _____

Work in progress

- Like stock on hand, work in progress must be valued at balance date and records kept to substantiate this amount. The value must include materials, labour and overheads at cost price and is adjusted to reflect the percentage (%) of completion. Include WIP value below if \$5000 or more.
- Value of stock on hand at balance date (GST exclusive) \$ _____

Bad debts

- Now is the time to review your debtors (people who owe you money) for bad debts and **write them off before balance date** to ensure they can be claimed for tax purposes. Please list below

Debtor	Value (incl GST)	GST adjustment made? Y/N

Mortgages and loans

- Attach copies of documents for loans or mortgages raised or repaid during the year, including statements and loan agreements detailing interest rates, repayment terms and security.
- Please provide loan statements for the full year for current loans/mortgages, including interest rate and the loan balance(s) at balance date.

NAME:

TERMS OF ENGAGEMENT / CLIENT ACKNOWLEDGEMENT

I/we accept responsibility for the accuracy and completeness of the information supplied to Accountants On London Limited, which is to be used in the preparation of my/our financial statements and further accept responsibility for providing the information to Accountants On London Limited on a timely basis. Accountants On London Limited are not to complete an audit, nor do I/we wish Accountants On London Limited to undertake a detailed review of my affairs in order to substantiate the accuracy of my/our information, and therefore Accountants On London Limited are unable to provide any assurance on my/our financial statements. I/we understand Accountants On London Limited work cannot be relied on to detect error or fraud and that Accountants On London Limited accepts 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 Accountants On London Limited will not be liable for any losses, claims or demands by any third party. I/we also accept responsibility for any failure by me/us to supply all relevant records and information to Accountants On London Limited.

I/we authorise Accountants On London Limited to prepare the financial statements in accordance with Generally Accepted Accounting Practice, approved Financial Reporting Standards and appropriate legislation and I/we further authorise Accountants On London Limited to take full advantage of all Exempt Company/Differential Reporting Exemptions allowed if applicable. If applicable, I/we as Trustees authorise Accountants On London Limited to prepare Special Purpose reporting in the event that consolidation is otherwise required when reporting under Generally Accepted Accounting Practice. I/we confirm we will provide additional explanations where compliance with generally accepted accounting practices does not achieve a true and fair view.

I/we understand that Accountants On London Limited work papers are subject to peer review by the Institute of Chartered Accountants of New Zealand and as such give consent for our files to be examined on a random basis by an official reviewer appointed by the Institute for that purpose. Furthermore I/we acknowledge that the working papers prepared by Accountants On London Limited in relation to the preparation of my financial statements remain the property of Accountants on London. I/we acknowledge that Accountants On London Limited is not required to be independent for the preparation of financial statements.

I/we further understand that Accountants On London Limited will not be liable for any losses, claims, or demands by any third person including any claims made by the IRD, which may arise out of advice given by Accountants On London Limited or from any other cause. I/we understand there are inherent risks wherever judgement has to be used in relation to tax matters. I/we accept Accountants On London Limited function is limited to providing us with information to aid us in any tax decisions but the ultimate responsibility for making those decisions is mine/ours and Accountants On London Limited will not be responsible for them.

I/We hereby instruct Accountants On London Limited to prepare my/our financial reports and taxation returns. 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. Accountants On London Limited services are not intended to, and accordingly will not result in an expression of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. We acknowledge and accept these Terms of Engagement.

❖ **INDEMNITY**

I/we agree to personally indemnify Accountants on London Limited for fees due in respect of completing this arrangement on behalf of me/us or our Company, and we understand Accountants On London Limited require payment within 14 days of invoice date, and Accountants On London Limited reserve the right to charge collection fees and interest if these terms are not met.

❖ **GENERAL AUTHORITY**

Where Accountants On London Limited do not hold a separate authority I/we also give Accountants On London Limited my/our full authority to contact my/our Bank, lawyer, suppliers, WINZ, ACC and the Inland Revenue Department for any purposes relating to my affairs. This authority also applies for the client linking system with the IRD and ACC with Accountants on London Limited as Tax and ACC Agents. I/we acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I/we give my/our full authority for this statement to be used as written confirmation of my/our agreement to Accountants On London Limited obtaining information from the above named sources.

NAME:

Client Signature..... Date.....

Client Signature..... Date.....