

Financial Statements Questionnaire – 31st March 2011

Ensure this questionnaire is completed and included with your records

Level 1, 46 Victoria St, Alicetown, Lower Hutt
PO Box 30715, Lower Hutt 5040

Client Name		Phone:	
Balance Date	31 st March 2011	Fax:	
		Email:	
Current Mailing Address			

To: Accountants on Victoria Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31st March 2011. 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 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 Accountants on Victoria Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment within 14 days of invoice date. The charging of such interest will be at the discretion of Accountants on Victoria Limited. I/We accept that any collection costs incurred by Accountants on Victoria Limited will be fully recoverable from me/us.

We agree to personally indemnify your firm for fees outstanding.

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.

Where I/we have also instructed Accountants on Victoria Limited to prepare our GST Returns on a regular basis, I/we accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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 _____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)

Directors

Sue Wylde CAPP

Christine de Lee BA (HONS) CAPP

Records Required:		ü	Comment:
Business Expenses			
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:			
§ Insurance premiums		C	
§ Legal fees		C	
§ ACC payments and arrangements		C	
Private Use			
Value of goods taken for private use at their cost price.		C	\$ _____ GST Included C Excluded C
Expenses paid in Cash or from Personal Funds			
Please provide a list if applicable.		C	
Motor Vehicles		Home Office Expenses	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:		If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:	
Vehicle Description: _____		Business Area: _____ m ²	
Business	_____ km	Total Area:	_____ m ²
Total	_____ km	Power	\$ _____
Percentage Business	_____ %	Insurance (Building & Contents)	\$ _____
Vehicle Description: _____		Interest (House Mortgage)	\$ _____
Business	_____ km	Rates	\$ _____
Total	_____ km	Repairs & Maintenance	\$ _____
Percentage Business	_____ %	Other	\$ _____
§ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.		Total	\$ _____
§ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:		Cost of House and Section	\$ _____
_____		Cost of Section	\$ _____
_____		Construction materials: (timber, brick, etc)	_____

**Thank you for completing this questionnaire
Don't forget to sign it**

