

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.

I/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:
Capital Expenditure		
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: § Hire Purchase or loan agreements § Lease agreements § All legal statements and agreements § Trade-in details § Lost, stolen or scrapped items § Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is available if you wish to review the schedule and indicate any assets that no longer exist.	C C C C C C C	
Legal and Loan Documents		
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.	C	
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 § Legal fees § ACC payments and arrangements	 C C C	
Gifting Programme		
Please advise the date of gifts made to your trust during the Financial Year. If you have copies of the gifting documentation from your solicitor, please attach this.	C	Date of Gift _____
Trustee Resolutions		
Please provide copies of any Trustee Resolutions or Minutes signed during the year to 31 st March 2011. Details of any § Capital Distributions made to beneficiaries § Income Allocations made to beneficiaries § Disposal or acquisition of assets § Transactions in Share Portfolios § Trustee appointments or resignations	C C C C C C	
Major Transactions		
Please provide a list of any major transactions that have occurred during the Financial Year that affect the Trust.	C	_____ _____ _____ _____

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

Schedule 1 – Accounts Receivable (Debtors)
 Amounts owing to you at 31st March 2011

Client Name	
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Name of Debtor	Description of Sale	Code	Net Amount	GST	Total Incl GST

Totals			
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Schedule 2 – Accounts Payable (Creditors)
 Amounts owing by you at 31st March 2011

Name of Creditor	Description of Goods	Code	Net Amount	GST	Total Incl GST

Totals			
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