

## Financial Statements Questionnaire – 31<sup>st</sup> March 2010

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 <sup>st</sup> March 2010	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 31<sup>st</sup> March 2010. 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)

Records Required:	Ü	Comment:
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
<p>Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>§ Bank statements including any savings account or term deposit</li> <li>§ Cheque &amp; 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 Cashbook</b>, please provide and <b>include one month 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 Cashbook</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>	C C C C  C C C  C C C C	
<b>Goods &amp; Services Tax (GST) Returns</b>		
<p>Supply copies of Goods &amp; Services Tax (GST) Returns and work papers (unless Accountants on Victoria Limited have prepared the GST returns on your behalf).</p>	C	
<b>Fringe Benefit Tax (FBT) Returns</b>		
<p>Supply copies of Fringe Benefit Tax (FBT) returns and work papers.</p>	C	
<b>Loan Statements</b>		
<p>Supply a copy of any loan transaction statements for the financial year up to your balance date.</p>	C	
<b>Interest and Dividend Certificates</b>		
<p>Supply copies of certificates.</p>	C	
<b>Overseas Interest and Dividends</b>		
<p>Include overseas interest and dividends. <b>Note:</b> New Zealand resident companies are liable for tax on all world-wide income.</p> <p>Include details of overseas shares and investments held as at 01 April 2009 and any sales and purchases to 31 March 2010. <b>Note:</b> <u>Tax rules</u> mean that New Zealand resident businesses are liable for tax on changes in the value of overseas investments held.</p>	<input type="checkbox"/>          <input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<p>All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	C	<p>Total at Balance Date: \$ _____ GST Included C Excluded C</p>
<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>	C	<p>Total at Balance Date: \$ _____ GST Included C Excluded C</p>



<b>Records Required:</b>		ü	<b>Comment:</b>
<b>Business Expenses</b>			
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	
<b>Private Use</b>			
Value of goods taken for private use at their <b>cost</b> price.		C	\$ _____ GST Included C Excluded C
<b>Expenses paid in Cash or from Personal Funds</b>			
Please provide a list if applicable.		C	
<b>Motor Vehicles</b>		<b>Home Office Expenses</b>	
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:	
<b>Vehicle Description:</b> _____		Business Area: _____ m <sup>2</sup>	
Business	_____ km	Total Area:	_____ m <sup>2</sup>
Total	_____ km	Power	\$ _____
Percentage Business	_____ %	Insurance (Building & Contents)	\$ _____
<b>Vehicle Description:</b> _____		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.		<b>Total</b>	\$ _____
§ 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**



