

## Financial Statements Questionnaire – 2011

Ensure this questionnaire is completed and included with your records

Name		Balance Date	
Email Home:		Phone Home:	
Email Work:		Phone Work:	
	Fax:		Mobile:

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for this year from the information and records I/We have supplied to you. I/We accept responsibility for the accuracy and completeness of all records and information supplied to you.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, and any other business that I/We deal with to obtain such information as you require in order to complete the above duties.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Convenient time to call you is:	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)

Records Required	✓	Comment
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date: <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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where you supply a <b>written Cashbook</b> , please provide and <b>include one month past</b> balance date: <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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where you supply a <b>computerised Cashbook</b> , please provide: <ul style="list-style-type: none"> <li>▪ Backup disk (USB or CD) 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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.  Please advise overdraft interest rate at balance date _____ %	<input type="checkbox"/>	Please advise interest rate and term of loan at balance date _____ % term of loan _____ _____ % term of loan _____

<b>Employers – Wages paid to Employees</b>		
Supply a copy of your Employer Monthly Deduction Schedule (IR 348).	<input type="checkbox"/>	
<b>OR</b> Supply wage book/wage records	<input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Supply copies of Goods & Services Tax (GST) Returns <b>and</b> work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
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.	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>
<b>Cash on Hand</b>		
*Cash on Hand           \$ _____           Date banked ___/___/___	<input type="checkbox"/>	
Petty Cash               \$ _____	<input type="checkbox"/>	
Till Floats/Cash Floats   \$ _____	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)		
<b>Stock on Hand</b>		
<b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.	<input type="checkbox"/>	\$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>
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 to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).	<input type="checkbox"/>	
<b>Work in Progress</b> Include material costs, labour costs and overhead costs.	<input type="checkbox"/>	\$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>
<b>Prepayments received</b>	<input type="checkbox"/>	\$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>



<b>TRUSTS ONLY</b>	
<b>Legal and Loan Documents</b>	
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.	<input type="checkbox"/>
<b>Gifting Programme</b>	
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.	<input type="checkbox"/> Date of Gift _____
<b>Major Transactions</b>	
Please provide a list of any major transactions that have occurred during the Financial Year that affect the Trust.	<input type="checkbox"/> _____ _____ _____ _____

**Thank you for completing this questionnaire**

**Don't forget to sign it**





