Financial Statements Questionnaire - 2017

Please ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:					
Balance Date	31 March 2017	Fax:					
		E-mail:					
		1					
To: Harts Chartered	Accountants						
I instruct you to prep	are my financial statements on a compilation basi	s for the 201	7 financial year.				
and completeness o	y all records and information necessary to carry out f the records and information provided. I also accep f information and I understand that you will rely up	t responsibil	lity for any failure by me to supply all				
	prepare my taxation returns for the 2017 year. In the will be responsible for the accuracy and complete.						
I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.							
	the other terms and conditions of the work to be pent letter that has been sent to me.	erformed are	the same as those referred to in the				
	to communicate with my bankers, solicitors, fina tion as you require in order to complete the above						
I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.							
]					
Signature		Date					
	y email, please type your name in above – otherwis bove terms and conditions of the engagement.	se sign it. By	doing so, you are acknowledging				
Inland Revenue prefers to pay any refunds by direct credit. Would you please advise the bank account number you would like any refunds deposited in to:							
Account numbe	r:						

Records and information required Comments						
Bank Statements, Cheque butts, Cashbooks, etc						
1. BankLink Clients						
Please provide:						
Final bank statement for year for all bank accounts.						
If Harts does not complete your GST returns Cheque and deposit butts showing the nature of each payment/deposit						
2. Non BankLink Clients						
Where you supply computerised records please provide:						
 A printout of the computerised financial statements General ledger for the year, printed copy or data file on disk or by e-mail 						
Copy of bank reconciliation as at balance date for all bank accounts						
Final bank statement for year for all bank accounts						
 Transaction listing for accounts payable and accounts receivable as at balance date 						
Where you supply a cashbook please provide:						
 Cashbook, written up, analysed and reconciled to monthly bank statements Bank statements including any savings account or term deposit 						
Otherwise please provide:						
 Bank statements including any savings account or term deposit Cheque and deposit butts showing the nature of each payment/deposit Receipt/invoice books. Ensure any items not for business sales are clearly marked. 						
3. Xero users						
If we do not hold the subscription for Xero, can you please ensure harts@harts.co.nz is invited in as a User.						
3. Accounts Receivable (Debtors) - see attached Schedule 1	1					
All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		Total at balance date:				
		GST Included □ Excluded □				
4. Accounts Payable (Creditors) - see attached Schedule 2						
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.		Total at balance date: \$ GST Included □ Excluded □				
Holiday pay owing at balance date.		\$				
Paid within 63 days of your balance date.		\$				
5. Stock on Hand and Work in progress						
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.		Valued at lower of: ■ cost □ ■ net realisable value □				
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).		■ market value □ \$ GST Included □ Excluded □				
Work In Progress Include material costs, labour costs and overhead costs		GST Included □ Excluded □				

Records and information required		Comments
6. Cash on Hand		
*Cash on hand		
Eftpos not yet banked \$		
Till floats/cash floats \$		
*(Include cash sales prior to balance date but not banked until after balance		
date)		
7. Prepayments received		
Deposits received for goods or services not yet supplied		•
		[⊅]
		COT Included Excluded
8. Capital Expenditure - Items over \$500		
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 / sale and purchase agreements		
We suggest you review last year's asset and depreciation schedule and indicate any assets that no longer exist.		
any access that he longer exist.		
9. Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes \square No \square		
If No, list amounts not banked and when they were lodged. Please attach a		
separate list if necessary.		Personal \$
		Business \$
		Other bank accounts \$
10. Legal and Loan Documents	1	I
Please attach:		
Solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year.		
Statements and agreements relating to any mortgages, hire purchase, leases or loans.		
Copy of any forgiveness of debt documents		
11. Employers – Wages paid to Employees	T	
Please send a month-by-month summary of gross wages and PAYE deductions as returned to Inland Revenue.		
OR Send a copy of your employer monthly deduction schedule (IR 348)		
12. Fringe Benefit Tax (FBT) Returns		
Supply copies of fringe benefit tax (FBT) returns and work papers		

Records and information required		Comments			
13. Goods & Services Tax (GST) Returns					
Supply copies of Goods & Services Tax (GST) Returns and work papers					
14. Interest and Dividend Certificates	ı				
Supply copies of certificates					
15. Donations	ı				
Please attach receipts (include donations to school)					
16. Events /Contingencies	I				
There have been events occurring after balance date that will have a financial effect on subsequent years					
Details:					
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non–occurrence of an event					
Details :					
17. Loss of Earnings Insurance Policies					
Please include a copy of the policy and total paid for the year		\$ GST Included □ Excluded □			
18. Rental Income or Mixed Use Holiday Home		COT Included in Excluded in			
If rent received exceeds \$4,000 please complete the separate rental questionnaire for each property					
19. Investment Income					
Do you have New Zealand investments? Do you have overseas investments?					
If yes, please provide all interest and dividend advices, and changes in investments					
20. Other Income					
Please provide details of any other income.					
21. Foreign Superannuation Schemes / Foreign Life Insurance Schemes					
Please provide details of premiums paid					
22. My Business operates as a Limited Liability Company					
If yes - please provide details of any changes in the following		0 es			
Shareholding					
Registered office					
Directors					
Shareholder address					

Records and information required		√	Comments		
23. Personal Expenses are paid from the Business Accord	unt		T		
 Private power, insurance etc is paid from the business account If yes, I have allocated these to my private drawings in the cash book If no, please identify within your records 					
24. Private Use			,		
Value of goods taken for private use at their cost price.			\$ GST Included □ Excluded □		
25. Expenses paid in Cash or from Personal Funds					
Please provide a list if applicable.					
26. Home Telephone					
 I use my home telephone for business calls My monthly home telephone rental is Paid through business? If yes, total business toll calls paid through business If no, total business toll calls paid privately I have adjusted for personal use in the cash book 			\$ \$ \$		
27. Motor Vehicles	28. Home C	Office	Expenses		
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: Wahiala Bassistian:		op/sto	e is set aside principally for use as an orage area, please provide the following		
Total km Percentage Business% Vehicle Description:	Business Are Total Area:	ea:	m ²		
Business km Total km Percentage Business% 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. (Inland Revenue may still need this to be substantiated) If you are operating as a company, please indicate which vehicles are available for private use (and potentially liable for fringe benefit tax)	Interest (hous Rates Repairs and n Rent paid		\$		

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2017

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

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2017

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