Financial Statements Questionnaire - 2021

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

Client Name		Phone:					
Balance Date	31 March 2021	E-mail:					
To: Harts Chartered	Accountants						
I instruct you to prepa	are my financial statements on a compilation basis for	or the 2021 f	inancial year.				
I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.							
	prepare my taxation returns for the 2021 year. I will be responsible for the accuracy and completen						
liabilities. If this shoul	financial statements and taxation returns are prepard change in any material respect, I will inform you interson, other than me for the contents of the financial	mmediately.	I understand you will not accept any				
	I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.						
You are authorised to communicate with my bankers, solicitors, finance companies and all Government agencies to obtain such information as you require in order to complete the above assignments.							
I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.							
Signature		Date					
If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement.							
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 number	r:						

Records and information required	✓	Comments
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details.		
1. Bank Statements, Cheque butts, Cashbooks, etc	1	
Where no cashbook is supplied, please provide and include one month past balance date: Bank statements and cheque/deposit books for all accounts operated by the business. Clearly mark the nature of the payments and deposits.		
Where you supply a written cashbook, please provide and include one month past balance date: Cashbook, written up, analysed and reconciled to the bank statements monthly Bank statements for all accounts operated by the business Cheque & Deposit butts showing the nature of each payment/deposit		
Where you supply accounting software, please provide: USB, email or zip file backup as at the end of financial year 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		
Xero users		
If we do not hold the subscription for Xero, can you please invite harts@harts.co.nz as a User.		
2. Accounts Receivable (Debtors) - see attached Schedule 1	l	
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 □
3. 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		Total at balance date: \$
your balance date, which should be included.		GST Included □ Excluded □
4. 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. Please note that if you estimate your stock to be less than \$10,000 at the end of		Valued at lower of: cost net realisable value market value □
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).		\$ GST Included □ Excluded □
Work In Progress Include material costs, labour costs and overhead costs		GST Included □ Excluded □
Stock In Transit Paid for but not received at balance date		GST Included □ Excluded □

Records and information required	✓	Comments
5. Cash on Hand		
*Cash on hand \$ Date banked//		
Eftpos not yet banked \$		
Till floats/cash floats \$		
*(Include cash sales prior to balance date but not banked until after balance date)		
6. Prepayments received		
Deposits received for goods or services not yet supplied		\$
		GST Included □ Excluded □
7. Capital Expenditure / Fixed Assets - Items over \$5,000 to 16 March 20	21 20	d \$1,000 on or after 16 March 2021
Attach details of assets purchased or sold during the year such as motor		d \$1,000 on or after 10 march 2021
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 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.		
8. 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 \$
9. Legal and Loan Documents	T	
Have you bought or sold any property this year? If yes please supply details.		
Please also 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		
10. Employers – Wages paid to Employees		
Holiday pay accrued		\$
Outstanding holiday pay		\$
Likely to be paid within 63 days from balance date		\$
Please advise of any cash paid to staff		¢
1 loads davide of any sasin paid to stail		<u> </u>
11. Fringe Benefit Tax (FBT) Returns	1	
Supply copies of fringe benefit tax (FBT) work papers		

		Comments
Records and information required	✓	
12. COVID-19 Wage Subsidy		
Did you receive a COVID-19 wage subsidy Yes □ No □		
If so, how much \$		
Was this banked into your business account Yes \square No \square		
13. Goods & Services Tax (GST) Returns	•	
Supply copies of Goods & Services Tax (GST) work papers		
14. Interest RWT Payers (IR15)		
Please supply copies of RWT work papers.		
15. Interest and Dividend Certificates		
Supply copies of certificates		
16. Donations		
Please attach receipts (include donations to school)		
17. Events /Contingencies		
There have been events occurring after balance date that will have a financial effect on subsequent years		
Details :		
Dotaile .		
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non–occurrence of an event		
Details :		
18. Loss of Earnings Insurance Policies		
Please include a copy of the policy and total paid for the year		\$ GST Included □ Excluded □
19. Rental Income or Mixed Use Holiday Home		DOT INCIDENCE EXCITATION
If rent received exceeds \$4,000 please complete the separate rental questionnaire for each property		
20. Investment Income		I
Do you have New Zealand investments?		
Do you have overseas investments? If yes, please provide all interest and dividend advices, and changes in		
investments		
21. Other Income		
Please provide details of any other income.		
22. Foreign Superannuation Schemes / Foreign Life Insurance Schemes		
Please provide details of premiums paid		

Records and information required			Comments		
23. My Business operates as a Limited Liability Company					
If yes - please provide details of any changes in the following • Shareholding • Registered office • Directors • Shareholder address					
24. Personal Expenses are paid from the Business Accou	unt		-		
 Private power, insurance etc is paid from the business account If yes, I have allocated these to my private drawings in the cash If no, please identify within your records 	book				
25. Private Use					
Value of goods taken for private use at their cost price.			\$GST Included □ Excluded □		
26. Expenses paid in Cash or from Personal Funds					
Please provide a list if applicable.					
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. Paid through business toll calls paid privately. I have adjusted for personal use in the cash book. Representation of motor vehicle business use as established by your vehicle log book(s) is/are: Vehicle Description: Business km Total km Percentage Business % Vehicle Description: Business km Total km Percentage Business % Percentage Business km Total km Percentage Business km I total km Percentage Business km Percentage Business km I total km Percentage Business km Percentage Business km I total km Percentage Business km Percentage Business km Percentage Business km I total km Percentage Business km Percentage Business km Percentage Business km Percentage Business km I total km Percentage Business km Percentage Business km I total km Percentage Business km Percentage Business km Percentage Business km I total km Percentage Business km Percentage Business km I total	office/worksh details: Address: Business Are Total Area:	home op/sto	se is set aside principal	cipally for use as an exprovide the following	

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2021

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 2021

Totals

Client Name						
Name of Creditor Description of Coods Code Not Amount CST Total Incl						
Name of Creditor		Description of Goods	Code	Net Amount	GST	GST