

Financial Statements Questionnaire – 2018

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

Client Name		Phone:	
Balance Date	31 March 2018	Fax:	
		E-mail:	

To: Harts Chartered Accountants

I instruct you to prepare my financial statements on a compilation basis for the 2018 financial 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.

I also instruct you to prepare my taxation returns for the 2018 year. I undertake to supply all information necessary to perform this work, and will be responsible for the accuracy and completeness of such information.

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.

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: _____

Records and information required	✓	Comments
Bank Statements, Cheque butts, Cashbooks, etc		
1. BankLink Clients Please provide: <ul style="list-style-type: none"> ▪ Final bank statement for year for all bank accounts. <input type="checkbox"/> If Harts <u>does not</u> complete your GST returns <ul style="list-style-type: none"> ▪ Cheque and deposit butts showing the nature of each payment/deposit <input type="checkbox"/> 2. Non BankLink Clients Where you supply computerised records please provide: <ul style="list-style-type: none"> ▪ A printout of the computerised financial statements <input type="checkbox"/> ▪ General ledger for the year, printed copy or data file on disk or by e-mail <input type="checkbox"/> ▪ Copy of bank reconciliation as at balance date for all bank accounts <input type="checkbox"/> ▪ Final bank statement for year for all bank accounts <input type="checkbox"/> ▪ Transaction listing for accounts payable and accounts receivable as at balance date <input type="checkbox"/> Where you supply a cashbook please provide: <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to monthly bank statements <input type="checkbox"/> ▪ Bank statements including any savings account or term deposit <input type="checkbox"/> Otherwise please provide: <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit <input type="checkbox"/> ▪ Cheque and deposit butts showing the nature of each payment/deposit <input type="checkbox"/> ▪ Receipt/invoice books. Ensure any items not for business sales are clearly marked. <input type="checkbox"/> 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. <input type="checkbox"/>		
3. Accounts Receivable (Debtors) - see attached Schedule 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.	<input type="checkbox"/>	Total at balance date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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. Holiday pay owing at balance date. Paid within 63 days of your balance date.	<input type="checkbox"/>	Total at balance date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> \$ _____ \$ _____
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. 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"/>	Valued at lower of: <ul style="list-style-type: none"> ▪ cost <input type="checkbox"/> ▪ net realisable value <input type="checkbox"/> ▪ market value <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Work In Progress Include material costs, labour costs and overhead costs	<input type="checkbox"/>	GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Stock In Transit Paid for but not received at balance date	<input type="checkbox"/>	GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>

Records and information required	✓	Comments
6. 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)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7. Prepayments received		
Deposits received for goods or services not yet supplied	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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: <ul style="list-style-type: none"> ▪ 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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> 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		
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11. Employers – Wages paid to Employees		
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) Please advise of any cash paid to staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
12. Fringe Benefit Tax (FBT) Returns		
Supply copies of fringe benefit tax (FBT) returns and work papers	<input type="checkbox"/>	

Records and information required	<input checked="" type="checkbox"/>	Comments
13. Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) Returns and work papers	<input type="checkbox"/>	
14. Interest and Dividend Certificates		
Supply copies of certificates	<input type="checkbox"/>	
15. Donations		
Please attach receipts (include donations to school)	<input type="checkbox"/>	
16. Have you bought or sold any property this year?		
If yes, please supply details	<input type="checkbox"/>	
17. Events /Contingencies		
There have been events occurring after balance date that will have a financial effect on subsequent years Details : _____	<input type="checkbox"/>	
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non-occurrence of an event Details : _____	<input type="checkbox"/>	
18. Loss of Earnings Insurance Policies		
Please include a copy of the policy and total paid for the year	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
19. Rental Income or Mixed Use Holiday Home		
If rent received exceeds \$4,000 please complete the separate rental questionnaire for each property	<input type="checkbox"/>	
20. 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	<input type="checkbox"/> <input type="checkbox"/>	
21. Other Income		
Please provide details of any other income.	<input type="checkbox"/>	
22. Foreign Superannuation Schemes / Foreign Life Insurance Schemes		
Please provide details of premiums paid	<input type="checkbox"/>	
23. My Business operates as a Limited Liability Company		
If yes - please provide details of any changes in the following <ul style="list-style-type: none"> • Shareholding • Registered office • Directors • Shareholder address 	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Records and information required	✓	Comments
24. Personal Expenses are paid from the Business Account		
<ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/>	
25. Private Use		
Value of goods taken for private use at their cost price.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
26. Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	<input type="checkbox"/>	
27. Home Telephone		
<ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$ _____ \$ _____ \$ _____
28. Motor Vehicles	29. Home Office Expenses	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____%</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____%</p> <ul style="list-style-type: none"> ▪ 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) _____ _____ _____	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Address: _____</p> <p>Business Area: _____ m² Total Area: _____ m²</p> <p>Power \$ _____ Insurance (building & contents) \$ _____ Interest (house mortgage) \$ _____ Rates \$ _____ Repairs and maintenance \$ _____ Rent paid \$ _____ Other \$ _____ Total \$ _____</p>	

Schedule 1 – Accounts Receivable (Debtors)
Amounts owing to you at 31 March 2018

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 31 March 2018

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

Totals					
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