

## Financial Statements Questionnaire – 31 March 2010

Client Name		Phone:	
Balance Date	31 March 2010	Fax:	
		Email:	

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 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.

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.

You are to represent me/us as my/our tax agent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Preferred method of contact:	
Alternative phone numbers are:	
Convenient time to call you is:	
When do you want your accounts completed by?	
<p>Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>What software do you use? Which version of this software? What is the password required to access the file? Please provide a full back up of your file</p>	



<b>Records Required</b>		<b>Comment</b>
<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.  Please note that if you estimate your stock to be less than \$5,000 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: ▪ cost <input type="checkbox"/> ▪ net realisable value <input type="checkbox"/> ▪ market value <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>Capital Expenditure</b>		
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  A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the 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"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Transactions Not Through the Business</b>		
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: _____ _____ _____ _____	<input type="checkbox"/>	Personal \$ _____ – Business \$ _____ – Other bank accounts \$ _____ –

<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>Private Use</b>		
Value of goods taken for private use at their <b>cost</b> price.	<input type="checkbox"/>	\$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/>
<b>Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.	<input type="checkbox"/>	

## Records Required

### Motor Vehicles

The proportion 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        \_\_\_\_\_ %

- 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
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

\_\_\_\_\_

\_\_\_\_\_

### Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Business Area:                    \_\_\_\_\_ m<sup>2</sup>

Total Area:                        \_\_\_\_\_ m<sup>2</sup>

Power                                \$ \_\_\_\_\_

Insurance (Building & Contents)    \$ \_\_\_\_\_

Interest (House Mortgage)    \$ \_\_\_\_\_

Rates                                \$ \_\_\_\_\_

Repairs & Maintenance        \$ \_\_\_\_\_

Other                                 \$ \_\_\_\_\_

**Total**                                \$ \_\_\_\_\_

**Thank you for completing this questionnaire**

**Don't forget to sign it**



