

Name:
31 March 2018
Financial Statements Questionnaire
BUSINESS

 Please complete this questionnaire, sign over the page and return with your records.

Information we need	Y\N\n/a	Comment
Accounting Records - Written cashbook – reconciled to bank statements (to be included) - Or Computerised accounting records <ul style="list-style-type: none"> • Backup at year end/ or email file to us • Password for back up files: _____ 		
Loan Statements		
Wages paid to Employees – Wage Book and IR348's		
Fringe Benefit Tax (FBT) Returns		
Interest, Dividend and Rebate Certificates – including confirmation of shares held.		
Overseas income - including interest and dividend certificates, changes in overseas shareholding.		
Bank Statements – Proving closing balance of bank account/s		Please attach statements
Accounts Receivable (Debtors)		Please attach a schedule
Accounts Payable (Creditors)		Please attach a schedule
Cash on Hand at balance date		\$
Petty Cash at balance date		\$
Stock on Hand		\$ GST Incl <input type="checkbox"/> Excl <input type="checkbox"/>
Work in Progress – include material costs, labour costs and overhead costs		\$ GST Incl <input type="checkbox"/> Excl <input type="checkbox"/>
Capital Expenditure – invoices for assets purchased/sold during the year.		Please enclose invoice/s
Transactions Not Through the Business Were all sales and purchases banked/withdrawn into/from your business trading bank account/s? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts and where they were lodged (eg personal account):		Please attach a schedule
Legal and Loan Documents 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, <u>hire purchases</u> , leases or loans. Please include a copy of your latest Quotable Valuation for any properties you own.		
Business Expenses There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 		Please enclose invoice/s
Private Use and value of goods taken at cost.		\$
Motor Vehicles – Business percentage as per log book		%
Home Office Expenses – Percentage of home used for business.		%
Direct house costs (eg insurance, power, rates, interest on mortgage)		\$
Any other information – please attach details you think may be relevant		

To: **Southey Sayer Limited**

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending **31 March 2018**. 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 if anything should 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 Engagement Letter I/We have signed.

I/We also accept that Southey Sayer Limited has the right to charge interest on overdue accounts at the rate of 1% per month, and that all accounts are due for payment 21 days following invoice date. The charging of such interest will be at the discretion of Southey Sayer Limited. I/We accept that any collection costs incurred by Southey Sayer Limited will be fully recoverable from me/us.

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.

If I/We have also instructed you to prepare our GST/PAYE/FBT Returns or prepare wages on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Please confirm the details to the right are correct	work phone		
	Home phone		
	mobile		
	email		

Convenient time to call you is:	
Alternative phone numbers are:	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Signature _____

Date _____

**Thank you for completing this questionnaire.
Please don't forget to sign it.**