

2025 Business Questionnaire



To Southey Sayer Limited
From

Terms of Engagement

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

I/We undertake to supply all the 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 of 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.

If I/We have also instructed that you 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/s on behalf of myself/ourselves or any of my/our associated entities.

Please note: - Privacy and AML Due Diligence Requirement

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 (including creditors and insurance providers).

I confirm that I am authorised to provide the personal details presented. I expressly consent to my information being collected, passed to and checked with the document issuer, official record holder, a credit bureau and authorised third parties for the purpose of verifying my identity and address to satisfy the requirements under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

I/ We give permission to Southey Sayer to contact any or all the following organisations on my/our behalf:		Please add the name or organisation below:	
Bank(s)			
Inland Revenue – IRD Number			
Accident Compensation Corporation			
Business and/or Farm Advisor			
Lawyer			
Other businesses – e.g. PGG Wrightson, Farmlands, Ravensdown, Balance and Farm Source			
Please confirm the details to the right are correct	Work phone		
	Home phone		
	Mobile		
	Email		
Would you like us to supply a copy to your bank?			
If yes, please advise the name of your current bank manager:		Yes	No (Please tick one)
Would you like a hard copy of the Accounts or a PDF?		Hard Copy	PDF

Signature: _____ **Date:** _____

Financial Statements Questionnaire

Please use this list below as a prompt for the information that we will require to complete your annual financial statements. Note that some of the information listed below may be irrelevant to you and your business.

For all information below, we require evidence and/or supporting documents including (but not limited to) bank and loan statements, schedules, invoices, receipts, logbooks etc.

Information we need	Y\N\n/a	Comment
Accounting Records - Full access to your software or records		
Bank and Loan Statements - Proving the account balance at balance date for all bank accounts and loans		Please attach
Accounts Receivable - (Debtors) a list of amounts owing to you at balance date		Please attach
Accounts Payable - (Creditors) a list of amounts owing by you at balance date		Please attach
Cash on Hand/Petty Cash - Amount at balance date		\$
Wages paid to Employees - Access to payroll software or complete wage records including leave balances		\$
Stock on Hand - Amount at balance date		\$ GST Incl Excl
Work in Progress - Amount including material, labour and overhead costs		\$ GST Incl Excl
Capital Expenditure - Invoices/Receipts for assets purchased and sold during the year. Copy of your Latest Quotable Valuation (QV) for any property you own		Please attach
Leases, Loans and HP's - Statements and Agreements relating to any hire purchases, leases or loans not through your bank		Please attach
Fringe Benefit Tax (FBT) Returns - you have completed		Please attach
Interest, Dividend and Rebate Certificates - including confirmation of shares held		Please attach
Overseas income - Including interest and dividend certificates and any changes in shareholdings		Please attach
Transactions Not Through the Business Receipts and schedule of all amounts that were lodged through personal or non-business accounts		Please attach
Legal Documents Solicitor statements, Sale & Purchase Agreements relating to any legal transactions throughout the year		Please attach
Business Expenses Please ensure the records you provide us with include all invoices for: <ul style="list-style-type: none"> Insurance premiums Repairs & Maintenance that cost over \$1,000 		Please attach
Private Use and value of goods taken at cost - Amount at balance date		\$
Motor Vehicles - Logbook and/or percentage to be claimed		%
Home Office Expenses - Percentage of home used for business Invoices for Insurance (Home and Contents), Power, Rates, Interest on Mortgage		% \$
Any other information that you feel may be relevant to us completing your Annual Financial Statements		

Click [HERE](#) to log into your SOSA Client Portal!

If you don't have a SOSA portal, contact us on 06 370 0811