

# 2025 Not-For-Profit 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:		
<b>Please add the name or organisation below:</b>		
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	
<b>Would you like us to supply a copy to your bank?</b> If yes, please advise the name of your current bank manager:	Yes      No      (Please tick one)	
<b>Would you like a hard copy of the Accounts or a PDF?</b>	Hard Copy      PDF	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Click HERE to log into your SOSA Client Portal!**

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

## 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
<b>Accounting Records</b> - Full access to your software or records		
<b>Bank and Loan Statements</b> - Proving the account balance at balance date for all bank accounts and loans		Please attach
<b>Accounts Receivable</b> - (Debtors) a list of amounts owing to you at balance date		Please attach
<b>Accounts Payable</b> - (Creditors) a list of amounts owing by you at balance date		Please attach
<b>Cash on Hand/Petty Cash</b> - Amount at balance date		\$
<b>Wages paid to Employees</b> - Access to payroll software or complete wage records including leave balances		Please attach
<b>Stock on Hand</b> - Amount at balance date		\$ GST Ind Exd
<b>Fixed Assets/ Capital Expenditure</b> - invoices and receipts for assets purchased or sold during the year. Copy of your latest Quotable Valuation (QV) for any property you own		Please attach
<b>Leases, Loans and HP's</b> - Statements and Agreements relating to any hire purchases, leases or loans not through your bank		Please attach
<b>Fringe Benefit Tax (FBT) Returns</b> - you have completed		Please attach
<b>Interest, Dividend and Overseas income</b> - Including interest and dividend statements/certificates, end-of-year portfolio income and expenditure reports and any changes in shareholdings		Please attach
<b>Term Deposits and Investments</b> - proof of term deposits, bonds and shares held at balance and end-of-year portfolio holding reports		Please attach
<b>Grants and Funding</b> <ul style="list-style-type: none"> <li>• Copy of all grant and funding applications, result letters or emails and accountability reports completed</li> <li>• Balance of unspent funds at a balance date from grants and funding with use or return clauses</li> </ul>		Please attach
<b>Transactions Not Through the Business</b> Receipts and schedule of all amounts that were lodged through personal or non-business accounts		Please attach
<b>Legal Documents</b> Solicitor statements, Sale & Purchase Agreements relating to any legal transactions throughout the year		Please attach
<b>Business Expenses</b> Please ensure the records you provide us with include all accounts for: <ul style="list-style-type: none"> <li>▪ Insurance premiums</li> <li>▪ Repairs &amp; Maintenance that cost over \$1,000</li> </ul>		Please attach
<b>Major Transactions</b> - a list of all major transactions not covered above that have occurred during the financial year		Please attach
<b>Trustees and Office Holders</b> - a list of any changes to office holders (chair, treasurer, secretary), committee members or Trustees		Please attach
<b>Statement of Service Performance</b> - details of the financial years outputs and any changes to the other information reported in the Statement of Service Performance		Please attach
Any other information that you feel may be relevant to us completing your Annual Financial Statements		