

# Financial Statements Questionnaire - 31 March 2011

Client Name.....

CLIENT QUESTIONNAIRE - INFORMATION AND RECORDS REQUIRED  
 TO COMPLETE ANNUAL ACCOUNTS - 2011 (BALANCE DATE 31 MARCH 2011) √ N/A

## RECORDS REQUIRED

### A. BANK RECORDS

1. Coded bank statements for the income year for all business accounts    
*Please write beside each payment & deposit details i.e. purchases, phone, Sales, Transfer etc*  
**(please note that we only require uncoded bank statements if we have had your bank records during the year to do GST Returns, or we rely on your computer printouts)**
- All cheque butts for the year and the month following balance date.
3. Receipt books/deposit books for all bank accounts for the full income year.

### B. COMPUTER OR CASHBOOK RECORDS

- Where you provide a computerised cash book please provide:    
 Backup disk at the end of financial year or email files to us  
 Copy of bank reconciliations as at balance date for all bank accounts  
 Final bank statement for the year for all bank accounts  
 Transaction Listing for accounts payable and accounts receivable at balance date

### C. MORTGAGES/LOANS/HIRE PURCHASE

- Legal, lease/mortgage and/or hire purchase documents for any new finance arrangements.

### D. VEHICLES

- Sole trader or partnership**
- If it has been three years since you have completed a logbook, please do so now.    
 If more than one vehicle, list all vehicles and the business percentage use for each.  
**Business usage:**.....% Vehicle Make.....  
**Business usage:**.....% Vehicle Make.....

- Companies only (under FBT regime)**
- Is there more than 1 vehicle available for private use? Yes No  
   
Yes No  
 If yes, are there any days the business vehicle is available for private use?    
**Please circle the days** Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
 NB. Unless otherwise advised, with one vehicle we will assume it is **always** available for private use and do an FBT adjustment on this basis.

### E. GOODS AND SERVICES TAX

- Copies of all returns filed **and worksheets** during the year, including the return spanning the year end balance date. **(NOTE TOGETHER WITH YOUR WORKSHEETS)**
- Has there been any one off adjustments made during the tax year. If so please provide the date and nature of the adjustment i.e. sale of vehicle, adjustment from last years errors etc

### F. WAGES

- Your records such as Wage Book, IRD pay in slips, IRD statements, pre-printed IRD form.

### G. LEGAL

- Solicitors statements for all business transactions, e.g. Sale and Purchase Agreement, Finance, Statement of Account, Fee Invoice **(Where you have paid legal fees we need a breakdown on what the expense was for)**

### H. ENTERTAINMENT

- Please advise on bank statement or cashbook those restaurant /alcohol bills that were for entertaining clients.
- 1. Overseas or out of town travel/entertainment Expenses** : Please also advise whether you were entertaining a client or were paying your own food & travel bills.    
 (Also please advise the predominant reason for the trip, days away and days spent on business).



**F. HOME OFFICE/STORAGE AREA**

If you have a room set aside as a study or you use any part of your home for business purposes please provide details of the following expenses.

Rates	\$.....	Power	\$.....
House Insurance (Home and Contents)	\$.....	Repairs	\$.....
Interest Paid - Mortgage (Note interest only portion)	\$.....	Water Rates	\$.....
		Rent Paid	\$.....

Area used (sq.m.) ..... Total area of house (sq.m.)..... Or % of total area .....

**G. CASH OR EXPENSES PAID PRIVATELY**

Please supply details of any out of pocket **cash** expenses which have not been paid out of the business account, or reimbursed by the business. Please supply a list.

**H. BUSINESS INCOME NOT BANKED INTO BUSINESS ACCOUNT**

Have all business bankings been banked into your trading account during the year?  
Please provide details of any amounts which were not.

**I. CONTINGENT LIABILITIES/WARRANTIES**

**EVENTS AFTER BALANCE DATE**

Please advise any possible liabilities that may occur in the near future. Any warranties/guarantees that exist or any major events that have occurred after balance date. e.g. Bad debts

**PERSONAL INFORMATION REQUIRED**

**Income Received**

**Please Provide**

1. Pensions or annuities

Advice Notices

2. Interest and Dividends

Include details of tax deducted and imputation credits.  
(see detail below for foreign dividends)

3. Other e.g. Rental, Trust and Estate Income

Full details of income received and expenses to be claimed.

4. Any other income not already detailed.

(Worldwide income, i.e. overseas income)

5. Foreign Investment Funds

Certain foreign investments may fall under new tax rules.

If you have any of the following:

- 1. Shares in a foreign company or foreign unit Trust.
- 2. An interest in a life insurance policy issued by a foreign company.
- 3. An interest in a foreign superannuation scheme.
- 4. You receive a pension or annuity from a foreign life insurance policy.

(NOTE SOME OVERSEAS INVESTMENTS ARE EXCLUDED FROM THE NEW RULES. PLEASE PHONE US TO DISCUSS IF YOU FEEL YOU HAVE ANY INVESTMENTS THAT REQUIRE DISCLOSURE).

**Please provide us with the value of the investment on the 1/4/10 and the 31/3/11 and any dividends received or reinvested during the year to 31/3/11.**

**Donations**

If you require us to complete your annual rebate for donations made please include all donation receipts that you have.

Please note that the maximum claims for donations have been increased - so it is important that you provide to the full detail of payments made

**FAMILY SUPPORT**

THE THRESHOLDS FOR ELIGIBILITY FOR FAMILY SUPPORT HAVE INCREASED SUBSTANTIALLY.

If you have not had family support before and you wish for us to check please tick the box.

Please contact us should the children not have IRD numbers.

Please check eligibility

Name	Date of birth	IRD number
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Client Name** .....

**Nature of business** .....

Please provide us as accurately as possible the nature of your company operations or the nature of your self employment for Accident Compensation levy purposes.

**Change of address or email etc**

Please provide detail of any changes that we need to be aware of:

Email .....

Postal Address .....

Delivery Address .....

**TERMS OF ENGAGEMENT**

Weston & Associates will compile your financial statements, in accordance with the standards applicable to compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services can not be relied upon to detect any fraud or error in the organisation.

- a) You will provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b) The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by the New Zealand Institute of Chartered Accountants) when distributing the financial statements to third parties.
- c) If we sign any GST returns on your behalf, it is with your authority and as your duly authorised Accountant and is not in a capacity as an employee. It is your reasonability to provide all relevant information to us when preparing your GST returns.
- d) If not all of the receipts, invoices or vouchers are supplied to us we will assume that all receipts are held by you at the time of preparation of your Financial Account and GST returns.
- e) **IMPORTANT** If any part of this document is not completed we will assume that the required figure is nil or this question does not apply to your business.

**TERMS TO SERVICE**

- 1. We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.
- 2. We hereby authorise Weston & Associates Ltd to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department, (For all tax types), Registrar of Companies, from your Solicitor, Adviser, Employees, Bank or other financial institution and we hereby also authorise your Solicitor, Adviser, Employees, Bank or other financial institution to supply such information.

If you have any questions please discuss these with us before signing this checklist.

SIGNED.....

DATE.....

For and behalf of:

Print Name:.....

Print capacity.....

e.g. Director, Owner, Partner, Trustee.