

# Financial Statements Questionnaire for Business – 31st March 2018

Please ensure this questionnaire is completed and included with your records

Name:	Phone:	
Address:	Mobile:	
Balance Date:	Fax:	
	Email:	

Dear Valued Client

This questionnaire provides us with the information necessary to complete your tax return. It is therefore important **that all the questions below are answered** and the **information given is complete and accurate**. This will ensure we can maximise your tax claims and minimise your tax payments. If any section is not applicable, please put a line through the box.

To: Alliot BW Ltd  
PO Box 99841  
Newmarket  
AUCKLAND 1149  
Email: [Philippa.m@alliotbw.co.nz](mailto:Philippa.m@alliotbw.co.nz)

## **Terms of Engagement**

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.

I/We do not want you to complete an audit unless required by statute or banks.

I/We do not want you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and accept you are unable to provide assurance on the Financial Statements.

I/We understand that a compilation agreement cannot be relied on to detect error and fraud.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our income tax 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 will be set out in a more detailed Engagement Letter when we commence preparing your financial statements and tax returns.

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.

Further, we authorise you in the course of preparing our financial statements to allow Alliot BW Ltd staff and other persons contacted to Alliot BW Ltd access to our information.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We understand that if fees are charged on a monthly basis payment will be due by the 20<sup>th</sup> of the month following. Should any invoices remain unpaid after the invoice due date, interest of 1.5% per month of the unpaid amount will be added onto my/our account.

Signature \_\_\_\_\_

Date \_\_\_\_\_

If urgent, when do you want your accounts completed by?		
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)	
<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>		
<b>Records Required</b>	✓	Comment
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
<p>Where <b>no Cashbook</b> is supplied, please provide the following for the full financial year and one month past balance date.</p> <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit. <input type="checkbox"/></li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/></li> <li>▪ Receipt books. Make sure any items not for business sales are clearly marked. <input type="checkbox"/></li> <li>▪ Suppliers' invoices filed in cheque number order. <input type="checkbox"/></li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide the following for the full financial year and one month past balance date.</p> <ul style="list-style-type: none"> <li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly. <input type="checkbox"/></li> <li>▪ Bank statements including any savings account or term deposit. <input type="checkbox"/></li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/></li> </ul> <p>Where your records are on an electronic format, please provide:</p> <ul style="list-style-type: none"> <li>▪ Backup disk as at the end of financial year or email files to us. <input type="checkbox"/></li> <li>▪ Copy of Bank Reconciliation as at balance date for all bank accounts. <input type="checkbox"/></li> <li>▪ Final Bank Statement for year for all bank accounts. <input type="checkbox"/></li> <li>▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date. <input type="checkbox"/></li> </ul>		
<b>Loan Statements</b>		
<ul style="list-style-type: none"> <li>▪ Were there any new borrowings this year? <input type="checkbox"/></li> <li>▪ Supply a copy of any loan transaction statements for the financial year up to your balance date. <input type="checkbox"/></li> </ul>		
<b>Employers – Wages paid to Employees</b>		
<p>Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the IRD.</p> <p><b>OR</b></p> <p>Send a copy of your Employer Monthly Deduction Schedule (IR 348).</p>	<input type="checkbox"/>  <input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	

<b>Accounts Receivable (Debtors)</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors)</b>		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Records Required</b>	<input checked="" type="checkbox"/>	<b>Comment</b>
<b>Cash on Hand</b>		
*Cash on Hand        \$ _____        Date banked __/__/__ Petty Cash                 \$ _____ Till Floats/Cash Floats    \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Stock on Hand &amp; Prepayments</b>		
<p><b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>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).</p> <p><b>Work in Progress</b> Include material costs, labour costs and overhead costs</p> <p><b>Prepayments (paid in advance for next financial year e.g. insurance, advertising)</b></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>▪ cost <input type="checkbox"/></li> <li>▪ net realisable value <input type="checkbox"/></li> <li>▪ market value <input type="checkbox"/></li> </ul> <p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<b>Capital Expenditure</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>▪ Hire Purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul>	<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>		
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and when they were lodged: _____ _____ _____</p>		<p>Personal                    \$ _____</p> <p>Business                    \$ _____</p> <p>Other bank accounts      \$ _____</p>

<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>Entertainment Expenses</b>																				
Most entertainment expenses are now restricted to 50% deductibility for tax purposes. However, some are fully deductible or qualify for a partial exemption eg overseas expenditure on entertainment, out of town entertainment expenditure, promotional functions open to the general public etc.  If any of the expenses claimed fall within the above categories please provide details.	<input type="checkbox"/>																			
<b>ACC Levies</b>																				
Please provide copies of all ACC levy invoices paid during the year.	<input type="checkbox"/>																			
<b>Private Use</b>																				
Value of goods taken for private use at their <b>cost</b> price.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>																		
<b>Expenses paid in Cash or from Personal Funds</b>																				
Please provide a list if applicable.	<input type="checkbox"/>																			
<b>Records Required</b>																				
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>																			
<p><b>Sole Traders, Trusts and Partnerships</b></p> <p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Business</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%;">km</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td>km</td> </tr> <tr> <td>Percentage Business</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> </table> <p><b>Vehicle Description:</b> _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Business</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%;">km</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td>km</td> </tr> <tr> <td>Percentage Business</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> </table> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> <p><b>Companies</b></p> <ul style="list-style-type: none"> <li>▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: (Alliott's may complete a reimbursement adjustment in some cases)</li> </ul> <p>_____</p> <p>_____</p>	Business	_____	km	Total	_____	km	Percentage Business	_____	%	Business	_____	km	Total	_____	km	Percentage Business	_____	%	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: _____ M2</p> <p>Total Area: _____ M2</p> <p>Power \$ _____</p> <p>Insurance (Building &amp; Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs &amp; Maintenance \$ _____</p> <p>Other \$ _____</p> <p><b>Total</b> \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p>	
Business	_____	km																		
Total	_____	km																		
Percentage Business	_____	%																		
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Total	_____	km																		
Percentage Business	_____	%																		

**Thank you for completing this questionnaire**

**Please remember to sign the front page.**