

Annual Financial Statements Questionnaire 2016

CLIENT NAME:

ADDRESS:



**** Please update your details if they have changed in the last year.**

CONTACT PERSON:

MOBILE NUMBER:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

ADDRESS:

Terms of Engagement

I hereby instruct you to prepare Financial Statements and Taxation Returns.

I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

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 fulfilling of any statutory audit requirements.

I understand your work can not be relied upon to detect error and fraud and that you accept no responsibility for the accuracy and completeness of the information supplied by me.

I further understand that the financial statements will be prepared at my request and for my purpose only and that you will not be liable for any losses, claims or demands by any third person.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

For us to start preparing your financial statements and tax returns, we need you to please sign this authorisation.

Signed:

Date:

Please make sure your records are for the entire financial year - 1 April 2015 to 31 March 2016

If you require any assistance, please call the office on 09 412 9902

Has the nature of your business changed in any way during the last 12 months?

If **YES**, please provide details.

Please also provide details of anything else we should be aware of in relation to the preparation of your accounts.

What accounting systems have you used during this financial year?

Computerised Accounting Systems

What system are you using?	System	<input type="text"/>
	Version	<input type="text"/>
	User Name and Password	<input type="text"/>

Please provide a backup of your financial year	Enclosed	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

Manual Cashbook or no system

Please provide the following records:

	Enclosed	
• Your cashbook (if one is kept)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Bank reconciliation as at balance date (if completed)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Cheque books and Deposit Books for the full year	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Bank Statements for the full year	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Loans, Hire Purchase and Lease Agreements

Please provide the following records:

Enclosed

- Copies of any agreements that have been entered into during the financial year
- Confirmation of loan balances as at balance date
- Loan summaries showing interest & principal payments for the year

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Inventory or Work in Progress

The value of Stock on Hand at balance date was:

\$

(Note: Original cost must be used as the value for all stock items on hand unless an independent valuation has been obtained)

The value of Work in Progress at balance date was:

\$

(Note: WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress payments. Profit margin should not be included)

Accounts Payable (Creditors)

Please provide the following records:

Enclosed

If you do not operate a computerised accounts payable system

- A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense and amount owing for each creditor

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The total of all Accounts Payable as at 31 March was:

\$

Accounts Receivable (Debtors)

Please provide the following records:

Enclosed

If you do not operate a computerised accounts receivable system

- A detailed list of all amounts due to you at balance date (GST inclusive) including name and amount owing from each debtor
- List of Bad Debtors - if not recorded in your accounting system

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The total of all Accounts Receivable as at 31 March was:

\$

Note : Bad debts must be written off before balance date if you do not consider them to be collectable.

Assets

Please provide the following records:

Enclosed

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

Yes No

Yes No

Sales

- A detailed list of any assets sold including the date sold and sale value

Yes No

Disposals/Write Off's

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal

Yes No

Goods and Services tax (GST)

Note: If KTS did not prepare GST Returns on your behalf, please supply a copy of all workings supporting the figures of your GST Returns

Please provide the following records:

Enclosed

- A copy of all workings supporting the figures on your GST returns

Yes No

Home and Office Allowance

The annual total of the following expenses are required in order to complete the calculations

- Body Corporate Fees
- Insurance
- Mortgage Interest
- Legal Expenses
- Power and Gas

- Rates and Water Rates
- Repairs and Maintenance
- Rent (if not owned)
- Valuation Fees

Note: if you have supplied details of your house and the area used for business purposes to KTS in prior years, and the details have not changed, you do not need to supply the following information.

- The total floor area of the house is: m²
- The total floor area used for business purposes is: m²
- The total cost of the property (if owned) was:
- The last valuation of the property (if owned) was:

If you do not have a valuation available, please supply a copy of your last rates notice.

Cash on Hand

Please provide the following records

- Total sales not banked (cash, cheques, eftpos) at balance date were:
- Total cash floats at balance date were:
- Total petty cash on hand at balance date was:

\$	<input type="text"/>
\$	<input type="text"/>
\$	<input type="text"/>

Interest and Dividends

Please provide the following records

- A copy of all Resident Withholding Tax certificates received
- A copy of all Dividend Statements received:

		Enclosed	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Buying/Selling Investments, Real Estate or a Business

Please provide the following records

- A copy of documentation relating to the purchase or sale of investments (shares, foreign investments, etc)
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of any Real Estate
- A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of a business

		Enclosed	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Trusts

Please provide the following records

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year, including the name, date of birth, address and IRD numbers of any new beneficiary and the date of the change.
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust
- If you have an investment in a portfolio investment entity (PIE) please advise your portfolio investor rate

		Enclosed	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

NB: If you have a trust that owns property, you need to make sure it has an IRD number as this is now required for purchase and sale of property.

General - (to be completed in all cases)

Please provide the following records:

- | | Enclosed |
|--|--|
| 1. Copies of all Insurance/Work Place Accident Insurance/ACC invoices. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Details of the nature and value of any business goods taken for personal use during the financial year. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Details of any deposits received from customers/clients for goods not supplied at balance date. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Details of any business expenses paid via a credit card or private funds which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Finalisation of Accounts and Tax Refunds

- How many bound copies of the Financial Statements do you require?

- If you are due a tax refund, please indicate how you would like it to be treated:

Refunded in full Offset against future tax liabilities

Deposited to Bank Account

Transferred to the following tax payer Name:
IRD Number:

Your time and effort in completing this form is much appreciated by the team at KTS Chartered Accountants Limited