

# Financial Statements Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		IRD Number:	
		Email:	

To: Rodgers & Co Limited

## Terms of Engagement and Authority to Obtain Information

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns. 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. 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, should anything 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 original Engagement Letter I/We signed when I/We became a client.

I/We also accept that Rodgers & Co Ltd has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at the discretion of Rodgers & Co Ltd. I/We accept that any collection costs incurred by Rodgers & Co Ltd will be fully recoverable from me/us.

Rodgers & Co Ltd are hereby authorised to communicate with my/our bankers, solicitors, finance companies and government agencies to obtain such information as required.

## Authority to Act

Rodgers & Co Ltd are hereby authorised to obtain information from Inland Revenue through all channels including electronic ones for all tax types (except Child Support).

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Has the nature of your business changed in any way during the past 12 months?  
If yes, please provide brief details:

Records Required	✓	Comment
<b>Bank Statements, Cheque butts, Cash books, etc.</b>		
<p>Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> <li>▪ Receipt books. Make sure any items not for business sales are clearly marked</li> <li>▪ Suppliers' invoices filed in cheque number order</li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> </ul> <p>Where you supply a <b>computerised Cashbook</b>, please provide:</p> <ul style="list-style-type: none"> <li>▪ Backup disk as at the end of financial year or email files to us</li> <li>▪ Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>▪ Final Bank Statement for year for all bank accounts</li> <li>▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> <li>▪ Password for MYOB version _____</li> </ul>		
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
<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>		
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply copies of Goods & Services Tax (GST) returns and work papers.		
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.		
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<p>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.</p>		<p>Total at Balance Date: \$ _____</p> <p><b>GST Included          Excluded</b></p>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
<p>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.</p>		<p>Total at Balance Date: \$ _____</p> <p><b>GST Included          Excluded</b></p>
<b>Cash on Hand</b>		
<p>*Cash on Hand            \$ _____            Date banked ____/____/____</p> <p>Petty Cash                \$ _____</p> <p>Till Floats/Cash Floats    \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date)</p>		

Records Required	✓	Comment
<b>Stock on Hand</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 \$10,000 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. Briefly, how was this calculated? _____ _____</p> <p><b>Prepayments received</b></p> <p><b>Payments made in advance</b></p>		<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>▪ cost</li> <li>▪ net realisable value</li> <li>▪ market value</li> </ul> <p>\$ _____ GST Included                  Excluded</p> <p>\$ _____ GST Included                  Excluded</p> <p>\$ _____ GST Included                  Excluded</p> <p>\$ _____ GST Included                  Excluded</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>		
<b>Transactions Not Through the Business</b>		
<p>Were all sales banked into your business trading bank account? Yes    No</p> <p>If No, list amounts not banked and when they were lodged:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Personal                                  \$ _____</p> <p>Business                                    \$ _____</p> <p>Other bank accounts                    \$ _____</p>
<b>Legal and Loan Documents</b>		
<p>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.</p>		
<b>Private Use</b>		
<p>Value of goods taken for private use at their <b>cost</b> price.</p>		<p>\$ _____</p> <p><b>GST Included                  Excluded</b></p>
<b>Expenses paid in Cash or from Personal Funds</b>		
<p>Please provide a list if applicable.</p>		

Motor Vehicles	Home Office Expenses
<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> <p>Business _____ km  Total _____ km  Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km  Total _____ km  Percentage Business _____ %</p> <p>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.</p> <p>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p> <p>_____</p>	<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>Area used for Business: _____ m<sup>2</sup>  Total Area of House &amp; Workshop: _____ m<sup>2</sup></p> <p>Power \$ _____  Insurance (Building &amp; Contents) \$ _____  Interest (House Mortgage) \$ _____  Rates (including regional council rates) \$ _____  Repairs &amp; Maintenance \$ _____  Other \$ _____  <b>Total</b> \$ _____</p> <p>Cost of House and Section \$ _____  Cost of Section \$ _____  Construction materials: (timber, brick, etc.) _____</p> <p>_____</p> <p>_____</p>

Mixed Use Holiday Home	
<p>Does this entity have a property (such as a holiday home or a Bach) that is used privately and also to derive income?</p> <p style="text-align: right;">Yes      No</p> <p>If yes, provide details of property: _____</p> <p>_____</p> <p>Was the property empty for 62 days in the income year?      Yes      No</p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p> <p><b><u>Mixed Use Holiday Home – Information Required</u></b></p> <p>The number of days the property was empty during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year _____  OR where income from any person received was less than 80% of market rate _____</p> <p>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</p> <p>If there is more than one tenant who used the property through the year, please attach details.</p> <p>Name of tenant: _____</p> <p>Relationship to owner (if any): _____</p> <p>Amount of rent they paid: \$ _____</p> <p>Dates rented (From: To) _____</p> <p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <p>Cost of advertising for tenants \$ _____</p> <p>Cost of repairing damages caused by tenants \$ _____</p> <p>Number of days spent in the property while repairing damages caused by tenants _____</p> <p>Mortgage interest \$ _____</p> <p>Rates \$ _____</p> <p>Insurance \$ _____</p> <p>Repairs/maintenance for general wear and tear \$ _____</p> <p>Other (please give details) : _____</p>	

**Mixed Use Boat or Plane**

Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income?

Yes      No

If Yes, provide details:

Description: \_\_\_\_\_

Market value:    \$ \_\_\_\_\_

**Bank Account**

Please provide bank account number and name if you would like to have your rebate/tax refunded by direct credit

\_\_\_\_\_

**Thank you for completing this questionnaire  
Don't forget to sign it on the front page.**



