

# Financial Statements Questionnaire – 31.03.2017

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date	31.03.2017	Fax:	
		Email:	
		ACC Number: <i>(if applicable)</i>	

To: Lay Dodd Partners Ltd

## Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31.03.2017. 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 you have 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 your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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.

You are hereby authorised to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows Lay Dodd Partners to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services.

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 on behalf of myself/ourselves or any of my/our associated entities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Convenient time to call you is:	
Alternative phone numbers are:	
<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>	

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, include Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents</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> <li>▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents</li> </ul> <p>Where you supply a <b>computerised Cashbook</b>, please provide:</p> <ul style="list-style-type: none"> <li>▪ Your password or login details, if required</li> <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>▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Loan Statements</b>		
Please supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
<b>Employer – Wages paid to Employees</b>		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. <b>OR</b> Send a copy of your Employer Monthly Deduction Schedules (IR 348).	<input type="checkbox"/> <input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Please supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply your copies of Goods & Services Tax (GST) returns and work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Please supply copies of certificates.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. <b>Note:</b> Include any dairy statements, which are receivables in the month following balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</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>Cash Income Not Banked During Year</b>		
Proceeds received but not paid into your bank account or stock firm.	<input type="checkbox"/>	_____ \$ _____ _____ \$ _____



<b>Total Cost</b>		_____
<b>Unsold Produce</b>		
Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.		<input type="checkbox"/>
<b>Category</b>	<b>Quantity</b>	<b>Estimated Value (Excl GST)</b>
Wool	_____ kg	_____
Timber	_____	_____
Hay	_____ Tonnes dry matter	_____
Silage	_____ Tonnes dry matter	_____
Grain	_____ Tonnes	_____
Honey	_____ kg	_____
Firewood	_____	_____
Other Produce, Harvested Crops & Fruit		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Value</b>		_____
<b>Private Use</b>		
Value of goods taken for private use at their cost 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>Motor Vehicles</b>		
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:		<input type="checkbox"/>
<b>Vehicle Description</b> _____	<b>Vehicle Description</b> _____	
Business _____ km	Business _____ km	
Total _____ km	Total _____ km	
Percentage Business _____ %	Percentage Business _____ %	
<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> <li>▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____ _____</li> </ul>		

**Thank you for completing this questionnaire.**

**Please don't forget to sign it.**



