

Financial Statements Questionnaire – 2020

Please ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
Balance Date	31 March 2020	E-mail:	

To: Neogen Chartered Accountants Ltd

I instruct you to prepare my financial statements on a compilation basis for the 2020 financial year.

I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.

I also instruct you to prepare my taxation returns for the 2020 year. I undertake to supply all information necessary to perform this work and will be responsible for the accuracy and completeness of such information.

I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.

I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.

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

I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.

Signature: _____ Date: _____

If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement.

Inland Revenue only refunds the tax credit by direct credit. Would you please advise the bank account number you would like any refunds deposited in to:

Account number: _____

Records and information required	√	Comments
1. Bank Statements, Cashbooks, etc		
<p>If you are using Xero accounting software, please provide:</p> <ul style="list-style-type: none"> • a copy of the bank statements for March 2020 for all the bank accounts including credit cards accounts. <input type="checkbox"/> <p>If you are using other accounting software, please provide:</p> <ol style="list-style-type: none"> 1) Access to your accounting system OR <input type="checkbox"/> <ul style="list-style-type: none"> A copy of Trail Balance both in CSV and PDF format, <input type="checkbox"/> A copy of transaction report for all the accounts for the year, <input type="checkbox"/> A copy of Bank Reconciliation report and <input type="checkbox"/> Accounts Payable & Accounts Receivable Aged Trail Balance <input type="checkbox"/> 2) GST Returns and working paper and <input type="checkbox"/> 3) Copies of the bank statements for the month of March 2020 for all the bank accounts including credit card account in PDF formate. <input type="checkbox"/> <p>If you are not using accounting software, please provide:</p> <ol style="list-style-type: none"> 1) Copies of the bank statements for the month of March 2020 for all the bank accounts including credit card account in PDF formate. <input type="checkbox"/> 2) Summary of analysis of bank transactions, reconciled with bank balance as at 31 March 2020 OR <input type="checkbox"/> <ul style="list-style-type: none"> Copies of the bank statements from 1/4/2019 to 31/3/2020 for all the bank accounts including credit card in CSV or OFX formate if not provided before. <input type="checkbox"/> <p>If you don't have a business bank account, please provide:</p> <ol style="list-style-type: none"> 1) Summary of the total sales for the year or all sales invoices <input type="checkbox"/> 2) Summary of the total expense for the year or all the expense invoices for the year <input type="checkbox"/> 3) Copies of the GST returns and your calculation worksheet <input type="checkbox"/> 		

2. Loan Documents		
Please attach (if any):		
<ul style="list-style-type: none"> a copy of all the loan/mortgage statements from 1 April 2019 to 31 March 2020 	<input type="checkbox"/>	
<ul style="list-style-type: none"> a copy of schedular payment statements for hire purchase from 1 April 2019 to 31 March 2020 	<input type="checkbox"/>	
3. Legal Documents		
Please attach (if any) :		
<ul style="list-style-type: none"> Solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Copy of any forgiveness of debt documents 	<input type="checkbox"/>	
4. Accounts Receivable (Debtors) – See Attached Schedule 1		
<ul style="list-style-type: none"> If you are not using accounting software to invoice your customers, please provide how much money was owed to you as of the 31st of March 2020. Please list them in Schedule 1. 	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
<ul style="list-style-type: none"> Is there any bad debts on the list of the accounts receivable? To enable bad debts to be excluded from income, these must be written off prior to balance date. 	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
5. Accounts Payable (Creditors) - See attached Schedule 2		
<ul style="list-style-type: none"> If you are not using Xero to record the bills from your suppliers, please provide how much money was owed by you as of the 31st of March 2020. Please list them in Schedule 2. 	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> GST Excl <input type="checkbox"/>
6. Stock on Hand and Work in progress		
<ul style="list-style-type: none"> What was your stock & Work in progress at the 31st March 2020 (GST exclusive) (Valued at the lower of cost, or market selling price) Stock sheets are requested to be held. If possible attach list. 	<input type="checkbox"/>	Valued at lower of: cost value <input type="checkbox"/> net realisable value <input type="checkbox"/> market value <input type="checkbox"/> \$ _____

13. Investment Income		
<ul style="list-style-type: none"> Do you have New Zealand investments? Do you have overseas investments? <p>If yes, please provide all interest and dividend advices, and changes in investments.</p>	<input type="checkbox"/> <input type="checkbox"/>	
14. Other Income		
<ul style="list-style-type: none"> Did you receive any other income during the financial year? i.e. Insurance claim? <p>Please provide details of any other income.</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	
15. My Business operates as a Limited Liability Company		
<ul style="list-style-type: none"> If yes - please provide details of any changes in the following <ul style="list-style-type: none"> Shareholding Registered office Directors Shareholder address 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Personal Expenses are paid from the Business Account		
<ul style="list-style-type: none"> Is any personal Expenses are paid from the Business Account? If yes please provide the details and amount <p>_____</p> <ul style="list-style-type: none"> What is the value of goods taken from stock or services for private use for the financial year? (Market value for companies – cost price for others) 		<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ \$ _____

17. Motor Vehicles	
<ul style="list-style-type: none"> • What proportion of you motor vehicle expenses are PRIVATE? • 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. (Inland Revenue may still need this to be substantiated) IRD logbook template download link: https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses/use-a-logbook • If you are operating as a company, please indicate which vehicles are available for private use (and potentially liable for fringe benefit tax) 	<p>_____ %</p>
18. Office / Storage / Workshop at home	
Is part of your home set aside principally as an office / workshop?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please advise the expenses on the office / storage / workshop in twelve months to the 31st March 2020 for:	
(a) Insurance – House & Contents	\$ _____
(b) Mortgage Interest or Rent Paid	\$ _____
(c) Power	\$ _____
(d) Rates & Water Rates	\$ _____
(e) Telephone	\$ _____
(f) Repairs & Maintenance	\$ _____
Area of home / office / workshop / storage space	_____ m ²
Total floor area of home	_____ m ²

Schedule 1 – Accounts Receivable (Debtors)**Amounts owing to you at 31 March 2020**

Money owing by me / us to other people for the goods and services bought by me / us before balance date, but paid for after balance date. (If insufficient space provided list on separate sheet)

Name of Supplier	Nature of Goods or Services	Code (Office Use)	GST Inclusive Total

Schedule 2 – Accounts Payable (Creditors)**Amounts owing by you at 31 March 2020**

Money owing to me / us by other people for goods and services supplied by me / us up until the balance date, but not paid by balance date. (If insufficient space provided list on separate sheet)

Debtor	Nature of Goods or Services	Code (Office Use)	GST Inclusive Total