

2017 CLIENT INFORMATION SHEET - BUSINESS QUESTIONNAIRE

Accounting Tasman Ltd Richmond	TO:
<u>Please Complete -</u> Contact Phone No.: _____ Email address: _____ Convenient Time to Contact: _____	

If any questions or difficulties arise while completing this form please contact us on Phone (03) 544-6196.

Please tick (✓) if enclosed or cross (x) if not applicable:

	<u>Checklist</u> (✓) or (x)	<u>Comments</u>
<u>RECORDS REQUIRED:</u>		
1. For ALL business bank accounts: <i>please order any missing statements</i> Bank Statements (full period, plus at least one month after balance date) if not using Banklink or other accounting software Cheque Butts Deposit (Books or Butts) Cashbook (if available) Statements and Invoices - Where invoices and credit notes are missing, please note clearly on each statement the nature of the expense or receipt. Credit Card Statements	_____ _____ _____ _____ _____ _____	
2. Savings Bank and Investment Account Statements, including accounts held overseas Loan and Mortgage Statements and Balances at Balance Date GST Returns <u>and</u> Working Papers FBT Returns <u>and</u> Working Papers Dividend or Interest PAYE Paid - Please supply reconciliations and IR4K or IR15P forms ACC Invoices and Statements	_____ _____ _____ _____ _____ _____	
3. Computerised Financial Records <i>In addition to other information if applicable.</i> A USB Stick with a copy of all 2017 financial information or access to your software in the cloud. Full year's print-out of year's transactions by code Trial balance as at your balance date Reconciliation of computerised GST codes to actual GST return Details of any journal entries made during the year Computer list of accounts receivable and accounts payable at balance date Reconciliation of bank balance as at balance date Computer printout of assets purchased and/or sold, including full Description of assets purchased/sold/traded in	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

INFORMATION REQUIRED

As At Balance Day:

STOCK ON HAND

\$ _____

- All stock was physically counted and adequate records are available to substantiate the count and value YES / NO
- Does this figure include GST? YES / NO
- Method of valuation Cost/Retail/Other

Work in progress includes materials, direct labour and factory head costs after deducting progress payments.

WORK IN PROGRESS

\$ _____ Does this figure include GST YES / NO

ACCOUNTS PAYABLE

(Amounts owing by you):

\$ _____ (GST Inc)

Please complete attached Schedule 1 - include amounts paid on 20th of the month following balance date as well as any other accounts owing.

ACCOUNTS RECEIVABLE

(Amounts owing to you):

\$ _____ (GST Inc)

List amounts owing to you on the attached Schedule 2 at balance date.

Bad debts written off during the year

\$ _____ (GST Inc)

CASH ON HAND:

Last Banking for Financial Year Date _____ / _____ / _____

Amount \$ _____

Cash on hand - Unbanked takings \$ _____

- Petty Cash Float \$ _____

- Till Float \$ _____

Goods Own Use

Please estimate value of goods taken for own use \$ _____ (GST Exclusive)

MISCELLANEOUS INFORMATION

CASH INCOME RECEIVED BUT NOT BANKED:

Were there any cash sales made and proceeds not banked. YES / NO \$ _____

Payments made for business Expenditure \$ _____

Payments made for personal Expenditure \$ _____

FIXED ASSETS:

Please provide details of any fixed assets which were purchased or sold during the year.
Has GST been accounted for on all? YES / NO

SALES:

<u>Asset</u>	<u>Sale Price</u>	<u>How were proceeds dealt with?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PURCHASES:

<u>Asset</u>	<u>Cost</u>	<u>Trade In</u>	<u>How paid for?</u>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

PREVIOUS YEAR'S BALANCE SHEET:

Please check last year's balance sheet and depreciation schedule and advise of any changes required.

TAX ALLOWANCE FOR WORK DONE AT HOME:

Do you use your own home for business purposes? YES / NO

If 'Yes', what proportion of the total area is used for business _____ %

Interest paid on Mortgages \$ _____

Rates \$ _____

Power \$ _____

Repairs \$ _____

Insurance \$ _____

Rent \$ _____

Any other house expenses \$ _____

MISCELLANEOUS INFORMATION Continued...../

VEHICLE RUNNING:

Do you own a private car (i.e. expenses are paid privately) YES / NO
 Please note, for each business, vehicle private and business running

Vehicle	_____	_____
Business Travel:	_____ kms	_____ kms
Total Distance Travelled:	_____ kms	_____ kms

If you are not GST registered and a log book is maintained for a statutory period of 3 months, please provide it to us. If it is more than 3 years since you last prepared a log book, please ensure you prepare one in the 2017 year.

For GST purposes a log book needs to be kept on an ongoing basis.

PRIVATE USE:

Portion of expenses incurred to be allocated as private:

	\$	%
Telephone & Tolls	_____	_____
Power	_____	_____

BUSINESS EXPENSES:

Please list any business expenses paid from personal funds (use separate sheet if necessary):

NATURE OF BUSINESS:

Has there been any change in the nature of your business activities since last balance date? YES / NO

If so, give brief details

MISCELLANEOUS INFORMATION Continued...../

LOANS AND MORTGAGES:

Have you raised or repaid any mortgages or loans for the business YES / NO

If 'Yes', please supply documents and complete the following:

Lender _____

Commencement Date _____

Term _____

Security _____

Principal Sum _____

Interest Rate _____

OTHER:

Please list any other relevant information that will help us complete your end-of-year statements:

Please read the following Terms of Engagement and sign the Client Authorisation at the foot of this page. We are required by the New Zealand Institute of Chartered Accountants to have this authority signed for every assignment we undertake.

TERMS OF ENGAGEMENT

Our services will be provided solely for your own use, and the use of other specifically authorised parties.

Unless otherwise stated, all reports prepared by us in the provision of our services will be prepared for the stated purposes alone.

Our services are provided on the basis that you have provided us with a full disclosure of all necessary information. We accept no liability in respect of our services where such a full disclosure has not been made.

Neither the whole nor any part of any report, or any reference to the same, be included in any document without our written approval as to the form and context in which it may appear.

We reserve the right to submit interim invoices for services where it is considered necessary to do so.

All accounts are payable by the last working day of the month following invoice date. If you are unable to meet this please phone before due date to make an alternative arrangement.

The Directors of Accounting Tasman Limited reserve the right to charge interest at two and a half percent (2.5%) per month on all overdue accounts.

Should a Debt Collection Agency be required to collect an overdue account, all additional recovery costs will be added to the outstanding amount for collection.

Any personal information collected and held by us will be used for purposes related to servicing your needs in respect of our services. Under the Privacy Act 1993 you have the right of access to and collection of personal information about you that we hold.

Should you dispute these Terms of Engagement please contact our office, prior to job commencement, for discussion.

Please ensure this authority has been signed when you bring your work to us:

Client Authorisation:

I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you and agree to the terms of engagement:

I also give you full authority to contact my Bank, lawyer, WINZ, ACC, Finance Companies, Insurance Companies and the Inland Revenue Department for any purposes relating to my affairs. This authority also applies for the Client Linking System with the Inland Revenue Department and Accounting Tasman Limited as tax agent. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I give full authority, for all tax types, for this statement to be used as written confirmation of my agreement to your obtaining information from the Bank, lawyer, WINZ, ACC, Finance Companies, Insurance Companies and the Inland Revenue Department which includes online services and Info Express for the above mentioned purposes.

CLIENT'S SIGNATURE:

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DATE:

