

Business Financial Statements Questionnaire – 31 March 2011

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2011	Fax:	
		Email:	

To: Bright Wild & Thomas Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2011. 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. 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. 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 carry out the above assignments.

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

I/We also accept that all accounts are due for payment by the 20th of the month following invoice date. I/We further accept that any collection costs incurred by Bright Wild & Thomas Limited will be fully recoverable from me/us.

Financial Statements prepared by you will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Records Required	✓	Comment
Bank Statements, Cheque butts, Cash books, etc		
<p>Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit. <input type="checkbox"/> ▪ Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/> ▪ Receipt books. Make sure any items not for business sales are clearly marked. <input type="checkbox"/> ▪ Suppliers' invoices filed in cheque number order. <input type="checkbox"/> <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly. <input type="checkbox"/> ▪ Bank statements including any savings account or term deposit. <input type="checkbox"/> ▪ Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/> <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> ▪ Backup disk as at the end of financial year or email files to us. <input type="checkbox"/> ▪ Copy of Bank Reconciliation as at balance date for all bank accounts. <input type="checkbox"/> ▪ Final Bank Statement for year for all bank accounts. <input type="checkbox"/> ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date. <input type="checkbox"/> 		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Employers -- Wages paid to Employees		
<p>Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the IRD. <input type="checkbox"/></p> <p>OR</p> <p>Send a copy of your Employer Monthly Deduction Schedule (IR 348). <input type="checkbox"/></p>		
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
<p>Supply copies of Goods & Services Tax (GST) Returns and work papers. <input type="checkbox"/></p> <p>Also supply a copy of your GST Rate Change Adjustment calculation for 30 September 2010 (if applicable), along with your Accounts Payable and Accounts Receivable worksheets or listings as at that date. <input type="checkbox"/></p>		
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
<p>All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. <input type="checkbox"/></p>		<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
Accounts Payable (Creditors) – see attached Schedule 2		
<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. <input type="checkbox"/></p>		<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>

Records Required

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description: _____

Business _____ km
Total _____ km
Percentage Business _____ %

Vehicle Description: _____

Business _____ km
Total _____ km
Percentage Business _____ %

- 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.
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Business Area: _____ M2

Total Area: _____ M2

Power \$ _____

Insurance (Building & Contents) \$ _____

Interest (House Mortgage) \$ _____

Rates \$ _____

Repairs & Maintenance \$ _____

Other \$ _____

Total \$ _____

Cost of House and Section \$ _____

Cost of Section \$ _____

Construction materials: (timber, brick, etc)

Thank you for completing this questionnaire

Don't forget to sign it

