



Financial Statements Questionnaire – 31st March 2009

Please ensure this questionnaire is completed and included with your records

Client Name:		Phone:	[Business or Home]
Address:		Mobile:	
		Fax:	
Balance Date:	31st March 2009	Email:	

To: Derrick P. Storey & Associates Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31st March 2009. 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.

I/We also accept that Derrick P. Storey & Associates Limited 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 20th of the month following invoice date. The charging of such interest will be at the discretion of Derrick P. Storey & Associates Limited. I/We accept that any collection costs incurred by Derrick P. Storey & Associates Limited 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.

I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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.

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)

Records Required:	Ü	Comment:
Employer – Wages paid to Employees		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD OR Send a copy of your Employer Monthly Deduction Schedules (IR 348).	C C	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	C	
Final Bank Statement		
Supply a copy of your bank statement including any savings, call or term deposit account dated 31st March 2009 or spanning this date.	C	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	C	
Interest and Dividend Certificates		
Supply copies of certificates.	C	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	C	Total at Balance Date: \$ _____ GST Included C Excluded C
Accounts Payable (Creditors) – see attached Schedule 2		
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.	C	Total at Balance Date: \$ _____ GST Included C Excluded C
Cash on Hand		
*Cash on Hand \$ _____ Date banked __/__/__	C	
Petty Cash \$ _____	C	
Till Floats/Cash Floats \$ _____	C	
*(Include cash sales prior to balance date but not banked until after balance date)		
Stock on Hand		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. Please note that if you estimate your stock to be less than \$5,000 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)	C C	Valued at lower of: \$ cost C \$ net realisable value C \$ market value C \$ _____ GST Included C Excluded C
Work in Progress Include material costs, labour costs and overhead costs.	C	\$ _____ GST Included C Excluded C
Prepayments received	C	\$ _____ GST Included C Excluded C

Records Required:		Ü	Comment:
Capital Expenditure			
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: § Hire Purchase or loan agreements § Lease agreements § All legal statements and agreements § Trade-in details § Lost, stolen or scrapped items § Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.	C C C C C C C		
Transactions Not Through the Business			
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts not banked and when they were lodged: _____ _____		Personal \$ _____ Business \$ _____ Other \$ _____	
Legal and Loan Documents			
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.	C		
Private Use			
Value of goods taken for private use at their cost price.	C	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>	
Expenses paid in Cash or from Personal Funds			
Please provide a list if applicable.	C		
Motor Vehicles	Home Office Expenses		
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: _____ _____	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Business Area: _____ m ² Total Area: _____ m ² 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**

