

## Financial Statements Questionnaire for Business– 31 March 2011

Ensure this questionnaire is completed and included with your records

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

To: Accountants First Ltd

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)
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ _____ _____ _____ _____	

Records Required	Ü	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</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> </ul> <p>Where you supply a <b>computerised Cashbook</b>, please provide:</p> <ul style="list-style-type: none"> <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> </ul> <p><b>Note: Please make sure to include a copy of your bank statements including any savings, call or term deposit account dated 31 March 2011 or spanning this date.</b></p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>	
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	C	
<b>Employers – Wages paid to Employees if returns have not been prepared by us</b>		
<p>Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the IRD.</p> <p><b>OR</b></p> <p>Send a copy of your Employer Monthly Deduction Schedule (IR 348).</p>	<p>C</p> <p>C</p>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	C	
<b>Goods &amp; Services Tax (GST) Returns if GST returns have not been prepared by us</b>		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	C	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	C	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<p>All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	C	<p>Total at Balance Date:</p> <p>\$ _____</p> <p>GST Included • Excluded •</p>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
<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.</p>	C	<p>Total at Balance Date:</p> <p>\$ _____</p> <p>GST Included • Excluded •</p>

Records Required	Ü	Comment
<b>Cash on Hand</b>		
*Cash on Hand        \$ _____        Date banked __/__/__ Petty Cash                \$ _____ Till Floats/Cash Floats    \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)	C C C	
<b>Stock on Hand and Work in Progress</b>		
<p><b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>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).</p> <p><b>Work in Progress</b> Include material costs, labour costs and overhead costs. Please do not include stock above.</p> <p><b>Prepayments / Deposits received from customers</b></p> <p><b>Prepayments / Deposits paid to suppliers</b></p>	C C C C C	<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>\$ cost •</li> <li>\$ net realisable value •</li> <li>\$ market value •</li> </ul> <p>\$ _____ GST Included • Excluded •</p> <p>\$ _____ GST Included • Excluded •</p> <p>\$ _____ GST Included • Excluded •</p> <p>\$ _____ GST Included • Excluded •</p>
<b>Capital Expenditure</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>§ Hire Purchase or loan agreements</li> <li>§ Lease agreements</li> <li>§ All legal statements and agreements</li> <li>§ Trade-in details</li> <li>§ Lost, stolen or scrapped items</li> <li>§ Copy of Tax Invoices</li> </ul> <p>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.</p>	C C C C C C C	
<b>Transactions Not Through the Business</b>		
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and when they were lodged:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Personal                    \$ _____</p> <p>Business                    \$ _____</p> <p>Other bank accounts      \$ _____</p>

Records Required	Ü	Comment																		
<b>Legal and Loan Documents</b>																				
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																			
<b>Private Use</b>																				
Value of goods taken for private use at their cost price.	C	\$ _____ GST Included • Excluded •																		
<b>Expenses paid in Cash or from Personal Funds</b>																				
Please provide a list if applicable.	C																			
<b>Business Expenses</b>																				
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:  § Insurance premiums § Legal fees § ACC payments and arrangements	C C C																			
<b>Motor Vehicles</b>		<b>Home Office Expenses</b>																		
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <table border="0"> <tr> <td>Business</td> <td>_____</td> <td>km</td> </tr> <tr> <td>Total</td> <td>_____</td> <td>km</td> </tr> <tr> <td>Percentage Business</td> <td>_____</td> <td>%</td> </tr> </table> <p><b>Vehicle Description:</b> _____</p> <table border="0"> <tr> <td>Business</td> <td>_____</td> <td>km</td> </tr> <tr> <td>Total</td> <td>_____</td> <td>km</td> </tr> <tr> <td>Percentage Business</td> <td>_____</td> <td>%</td> </tr> </table> <p>§ 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</p> <p>§ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p> <p>_____</p>		Business	_____	km	Total	_____	km	Percentage Business	_____	%	Business	_____	km	Total	_____	km	Percentage Business	_____	%	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: _____ m<sup>2</sup></p> <p>Total Area: _____ m<sup>2</sup></p> <p>Power \$ _____</p> <p>Insurance (Building &amp; Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs &amp; Maintenance \$ _____</p> <p>Other \$ _____</p> <p><b>Total</b> \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p> <p>Construction materials: (timber, brick, etc)</p> <p>_____</p>
Business	_____	km																		
Total	_____	km																		
Percentage Business	_____	%																		
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Total	_____	km																		
Percentage Business	_____	%																		

**Thank you for completing this questionnaire**

**Don't forget to sign it**



