

PKF CARR & STANTON LTD

Financial Statements Questionnaire – 2011

Ensure this questionnaire is completed and included with your records

BUSINESS DETAILS - INFORMATION SHEET

Phone Nos - Home _____
- Business _____
- Mobile _____
- Fax _____
- Email _____

(Completed form must be **signed** and returned with all relevant information attached)

Terms of Engagement

We hereby instruct you to prepare our Financial Statements and Taxation Returns for the income tax year ending 2011. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. We understand that you will rely upon the information provided by 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. We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulation – however should anything come to light of this nature during this process you will bring that to our attention.

We understand that the Financial Statements and Taxation returns are prepared for our own use to determine our taxation liabilities. If this should change in any material respect, we will inform you immediately. You will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter we have signed.

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

You are to represent us as our tax agent. All income tax returns will be signed by us however you are authorised to sign any other taxation return on behalf of ourselves or any of our associated entities.

Taxation Refund

In the event of a tax refund I authorise / do not authorise (delete one) PKF Carr & Stanton Ltd to deduct our accountancy fees from the refund.

Accident Compensation Corporation

I authorise PKF Carr & Stanton Ltd to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows PKF Carr & Stanton Limited to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow PKF Carr & Stanton Ltd's main representative discretion to delegate access to my/our ACC information to other members of their organisation. Other delegated members of their organisation will also be able to query and change information on my/our ACC levy account.

Signature _____

Date _____

Convenient time to call you is:

and/or alternative phone number to above is:

When do you want your accounts completed by?

Would you like us to supply a copy to your bank? **Y/N**

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> <p>§ Bank statements including any savings account or term deposit. <input type="checkbox"/></p> <p>§ Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/></p> <p>§ Receipt books. Make sure any items not for business sales are clearly marked. <input type="checkbox"/></p> <p>§ Suppliers' invoices filed in cheque number order. <input type="checkbox"/></p> <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <p>§ Cashbook, written up, analysed and reconciled to the bank statements monthly. <input type="checkbox"/></p> <p>§ Bank statements including any savings account or term deposit. <input type="checkbox"/></p> <p>§ Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/></p> <p>Where you supply a computerised Cashbook, please provide:</p> <p>§ Backup disk as at the end of financial year or email files to us. <input type="checkbox"/></p> <p>§ Cashbook Password <input type="checkbox"/></p> <p>§ Name and Version of Cashbook Program <input type="checkbox"/></p> <p>§ Copy of Bank Reconciliation as at balance date for all bank accounts. <input type="checkbox"/></p> <p>§ Final Bank Statement for year for all bank accounts. <input type="checkbox"/></p> <p>§ Transaction Listing for Accounts Payable and Accounts Receivable as at end of the balance date. <input type="checkbox"/></p>		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year including up to the end of 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 green Form). <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		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	<input type="checkbox"/>	
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 but exclude any, which you are reasonably sure, won't be paid. Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note. <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>

