

**Business/Trading Trust Information Questionnaire  
Terms of Engagement**

**Client Name:** \_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Financial Year Ended:** 31 March 2010

We appreciate the opportunity to work with you and this Agreement confirms the terms of our appointment to prepare Financial Statements and Tax Returns for you and your related entities, if any.

The attached Information Questionnaire must be completed as a requirement of the New Zealand Institute of Chartered Accountants and is used by us to obtain all relevant information and to assist us to prepare the Financial Statements and Tax Return(s). It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final Returns for reasonableness and correctness.

It is important to understand that it is not our responsibility to detect error or fraud and that our work has been undertaken only for you. We are not responsible for any loss or claim by any third party.

Our fees are based on the time involved and invoices issued are payable by the 20<sup>th</sup> of the month following the date of invoice. Although the invoice may not be addressed to you personally this agreement confirms your acceptance of personal liability for the charges for work you have asked us to undertake.

Privacy Act restrictions mean that we cannot obtain information sometimes necessary to prepare your Financial Statements and Tax Return from your Bank or any other third party without your authority. If you do not wish us to have this authority please delete the following (authority granted).

You also give us authority to add you, and any associated entities (if required), to our tax agency list with Inland Revenue for all tax types. This enables us to obtain information as required from Inland Revenue by phone, fax, e-mail or via the internet. It will also allow us to check assessments and statements. The time checking assessments and statements and, if necessary, correcting IRD errors will be invoiced to you.

If you are in agreement with the terms of engagement as outlined above please sign below.

Yours sincerely

**Curtis McLean Limited**  
**P O Box 2293**  
**Wellington**

Ph: 04 384 5609  
Fax: 04 385 1067

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Dated*

## Records Supplied

- |   | Tick Box                 |
|---|--------------------------|
| 1. Source Accounting Records. Either: -   |                          |
| a) A backup disk or transfer file from the following accounting systems:  | <input type="checkbox"/> |
| - Cash Manager  |                          |
| - MYOB  |                          |
| - Sage  |                          |
| - Quick Books   |                          |
| - Quantum   |                          |
| - Smart Books   |                          |
| - Money Works   |                          |
| - Banklink  |                          |
| or;   |                          |
| b) Your own computer records including a transaction history<br>Report, trial balance, Profit & Loss Account and Balance Sheet,                               | <input type="checkbox"/> |
| or;   |                          |
| c) An Excel Spreadsheet,  | <input type="checkbox"/> |
| or;   |                          |
| d) A balanced and reconciled cashbook,<br>(Also supply bank statements and copy of bank reconciliation)   | <input type="checkbox"/> |
| or;   |                          |
| e) Coded Bank Statements with details of all business and private expenditure on<br>either cheque butts and the statements or on a separate listing.          | <input type="checkbox"/> |
| <br><b>Note: If you supply us with a password<br/>protected disk, please write down the password here _____</b>   |                          |
| If you are using Xero and we do not have access to your<br>accounts please contact us to discuss.   |                          |
| 2. Bank Statement and copy of bank reconciliation at 31 March 2010  | <input type="checkbox"/> |
| 3. Copies of GST Returns and workings for the year.   | <input type="checkbox"/> |
| 4. Copies of Fringe Benefit Tax Returns and workings for the year.<br>(including the FBT reconciliation if appropriate)                                       | <input type="checkbox"/> |
| 5. A schedule of your calculations of gross and PAYE details sent to IRD for the year.<br>(IR348 for the year and a summary of payroll system if appropriate) | <input type="checkbox"/> |
| 6. Dividend PAYE and Imputation Credit Certificates Received.<br>(These are supplied when dividends are paid by a company.)                                   | <input type="checkbox"/> |
| 7. Interest PAYE Certificates.<br>(These are supplied by your bank shortly after 31 March each year.)   | <input type="checkbox"/> |
| 8. Copies of Legal Fee Invoices   | <input type="checkbox"/> |
| 9. Copies of ACC Levies Paid  | <input type="checkbox"/> |
| 10. Copies of Hire Purchase, Lease and Loan Agreements taken out during the year.   | <input type="checkbox"/> |
| 11. Copies of any savings, investment, term deposit statements for the year.  | <input type="checkbox"/> |

## Records Supplied (continued)

12. Schedule of business expenses paid for personally that have not been reimbursed by the business. (e.g.: personal cheque, cash, or credit card.)
13. Overview of business. Is there any reason why the Turnover or Gross Profit varied from the previous year.
14. Details of Dividends paid during the year
15. Overseas Share and Investments. All dividend advice notices including those where dividends have been reinvested. A list of all shares and investments owned at 1 April 2009 and 31<sup>st</sup> March 2010 including the name of the Company, # of shares, type of shares and if possible cost and details of all shares bought and sold between 1<sup>st</sup> April 2009 and 2010.
16. Any other information you think may be relevant - attach details.

## Information Required for Preparing Financial Statements

1. Accounts Receivable \$ \_\_\_\_\_  
These are invoices sent to clients but for which you haven't received payment by the end of the financial year. Please attach a summary and state items that do not include GST.
2. Accounts Payable \$ \_\_\_\_\_  
These are invoices which are dated during the financial year which the business had not paid by the end of the financial year. Please attach a summary and state items that do not include GST.
3. Stock on Hand (Excluding GST) \$ \_\_\_\_\_ (at cost)
4. Work in Progress (Excluding GST) \$ \_\_\_\_\_  
This should include materials, labour and overheads.
5. Were goods taken for private use? Yes/No (delete one)  
If YES, What was the value of goods taken? \$ \_\_\_\_\_ (at cost)
6. Is part of your home used for an office/workshop/storage? Yes/No (delete one)  
If YES, please complete schedule 1 attached.
7. Is your home phone paid by the business? Yes/No (delete one)  
If YES, please complete schedule 2 attached.
8. Do you operate a till or petty cash system or were any sales not banked at balance date? Yes/No (delete one)  
If YES, please complete schedule 3 attached.
9. Do you use a motor vehicle in your business? Yes/No (delete one)  
If YES, please complete schedule 4 attached.
10. Were all takings banked into the business bank account? Yes/No (delete one)  
If NO, please complete schedule 5 attached.
11. Did the business purchase or sell any fixed assets during the year? Yes/No (delete one)  
If YES, please complete schedule 6 attached.

## Schedules

### Schedule 1 - Use Of Home For Business

Total Area of Home	_____ m2
Area used for office/workshop/storage	_____ m2
Interest paid on mortgage	\$ _____
Home Insurance	\$ _____
Contents Insurance	\$ _____
Rates	\$ _____
Electricity and Gas	\$ _____
Repairs and Maintenance	\$ _____
Other Home Expenses	\$ _____
Total Rent Paid (if rented)	\$ _____

### Schedule 2

Is the home phone used for business use?	Yes/No (delete one)
If YES what is the monthly rental?	\$ _____
Has the home phone rental been paid by the business?	Yes/No (delete one)
Has the business paid for all toll calls, including private calls and claimed GST?	Yes/No (delete one)
If YES, What was the cost of the private calls?	\$ _____

### Schedule 3 - Cash On Hand

a) Sales not yet banked at balance date	\$ _____
b) Petty Cash Float	\$ _____
c) Till Float	\$ _____

## Schedules (continued)

### Schedule 4 - Motor Vehicle Used In Business

If a company, is the vehicle owned by the company? Yes/No/NA (delete one)

If YES, Is FBT paid on 100% availability for private use? Yes/No/NA (delete one)

If NO or NOT a Company, What percentage of vehicle usage is business use? \_\_\_\_\_ %

or;

Total kilometres travelled for business use \_\_\_\_\_ km

and;

Total kilometres travelled for private use \_\_\_\_\_ km

What is the CC Rating of the motor vehicle \_\_\_\_\_ CC Rating

**Note: Travel from home to work, and return, is private use and a logbook or substantiating records must be kept for three months every 3 years!**

### Schedule 5 - Business Operating Till or Petty Cash System Or Not All Takings Banked In Business Account

Takings NOT Banked into Business Account were used for:

- i) For personal use \$ \_\_\_\_\_
- ii) For business expenditure \$ \_\_\_\_\_

Details: \_\_\_\_\_  
 \_\_\_\_\_

### Schedule 6 - Assets Purchased Or Sold

These are items such as Plant, Motor Vehicles, Furniture etc for use by the business costing over **\$500.00**.

Assets PURCHASED during the year:						
Date	Description	Brand New?	Bought From	Cost (GST Excl)	Trade-Ins (GST Excl)	GST Claimed From IRD
		Y/N				Y/N
		Y/N				Y/N
		Y/N				Y/N

Assets SOLD during the year:					
Date	Description	Sold To	Cost (GST Excl)	Trade-Ins (GST Excl)	GST Paid To IRD
					Y/N
					Y/N