

Client Information for 2020 Business/Company/Sole Trader/Partnership Questionnaire

PLEASE RETURN THIS QUESTIONNAIRE WITH THE DOCUMENTS FOR YOUR ACCOUNTS

As recommended by The Chartered Accountants Australia & New Zealand, this checklist outlines our engagement terms and conditions and the information which we will need from you in order to compile your Financial Statements and Tax Returns.

CHECK LIST OF RECORDS

Items Required: (Please tick where applicable)

- Bank statements covering the full year, if not on Xero/MYOB
- Last page of March bank statement, if using Xero/MYOB
- Cashbook
- Fringe Benefit Tax returns
- Hire purchase agreements
- Legal statements (eg, property settlement statements)
- Stocktake summary
- List of creditors
- List of debtors
- Record of any assets purchased or sold
- Copies of GST returns completed by yourself
- Credit card statements if used for business expenses
- Business loan summary statements / Printouts

Yes	No

BUSINESS TRANSACTIONS

- 1 Are all deposits on the Bank Statements from sales?

Yes	No

If No, please indicate on bank statement the following

- (a) Assets sold and funds deposited
- (b) Loans and advances
- (c) Personal contributions
- (d) Other - eg tax refunds

- 2 Have all sales proceeds been deposited in the business bank account?

Yes	No

If No, please indicate value and where banked.

- 3 Detail expenses not paid from your business bank account (use a separate sheet if necessary)
i.e. cash payments or payments from personal accounts.

DEBTORS

Total owed to you as at 31 March 2020, including GST

\$

Include amounts that have been received subsequent to 31 March but were owed at that date.

List bad debts written off during the year and not included in the above total.

\$

CREDITORS

Total owed by you as at 31 March 2020, including GST

\$

Attach a separate schedule showing the name of each creditor and appropriate classification of expense or a description.

GST owing at year end.

\$

WORK IN PROGRESS as at 31 March 2020 (if applicable)

\$

This should be based on the cost of labour and materials

STOCK ON HAND as at 31 March 2020

\$

A summarised list of stock on hand at balance date valued at cost price, excluding GST. Mark on the list the value of any items where the current replacement or market value is less than the cost.

CASH ON HAND at 31 March 2020 (if applicable)

\$

Were all sales prior to balance date banked before the end of the financial year?

Yes	No
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If No, please indicate the date and amount banked including GST.

OTHER

(a) What is the cost price of goods or services taken for private use?

\$

(b) Are any expenses export related? *If so please detail.*

Yes	No
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(c) What proportion of the following expenses are to be claimed as business related?

Travel Expenses

%	\$
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Motor Vehicle (per Log Book)

%	\$
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Home Telephone/Tolls

%	\$
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ASSETS

Are all assets as per the last balance sheet, the same as you currently have?

Yes	No
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If No, please record:

(a) **Purchases**

Details of purchase, cost price, trade-in value, dates and method of financing.

Attach a copy of relevant Hire Purchase Agreements and finance agreements

(b) **Sales**

Details of sales, sale value, dates, and the bank account that the funds were deposited in.

MORTGAGES / LOANS

Record any new financial arrangements entered into during the year and enclose a copy of the loan agreement documents, which should show the following information:

Amount

Name of Lender

Date of Loan

Interest Rate

Term

Repayment Details

Security

HOME OFFICE / WORKSHOP CLAIM

From personal records indicate expenses paid for:

Repairs and Maintenance

\$

Power

\$

Rates (Water & Land)

\$

Insurance (House)

\$

Interest

\$

Area of Office or Workshop

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Area of Home

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Otherwise, we will apply IRD m2 rate at \$41.70 if house related expenses are not provided

TAX RETURN REQUIREMENTS

To assist us in the completion of your *personal* taxation return please answer the following questions in all cases.

(a) Did you receive any of the following - attach details

- Unemployment or other income tested benefits
- Family Support Payments from WINZ
- Withholding Payments
- Other NZ pensions, annuities and superannuation
- Interest
- Dividends
- Rents
- Any other income, eg portfolio investment

Yes	No

(b) Other information required:

- Details, if eligible for Tax Rebate credit for charitable or school donations
- Attach receipts

Yes	No

(c) Contingent Liabilities/ Commitments:

Are there any:

- Contingent liabilities, lawsuits, guarantees?
- Commitments for capital expenditure at or since balance date?
- Commitments under a lease for plant or vehicles?

Yes	No

If **YES**, please provide details

TERMS OF COMPILATION ENGAGEMENT

We will complete the following for you from information provided by you:

- Tax Returns for all entities
- GST Returns
- FBT Returns
- Company Annual Return and any other Companies Office requirements
- Company Annual General Meeting minute
- Department of Statistics Returns
- Other - *please list separately*

Yes	No

On the basis of information you provide, we will compile accounts in accordance with Service Engagement Standard No.2 *Compilation of Financial Information* (SES-2) issued by The Institute of Chartered Accountants of Australia & New Zealand.

TAX ASSESSMENTS

Our address is used by the Inland Revenue Department for service of notices and we are responsible for checking tax assessments. We shall also endeavour to advise the amounts and due dates of tax instalments, however the responsibility for paying the correct tax and paying on time rests with the taxpayer and not us as agent. Any penalties or interest arising from lateness, errors, wrong estimates or for any other reason are payable by you as the taxpayer. We shall give you every assistance in meeting your obligations but any advice on payments, and/or reminder letters received from us, should be reviewed by yourself to check that the payment proposed appears reasonable and the date of payment is correct.

PRIVACY ACT

You hereby agree to allow us to pass information to and receive information from the Inland Revenue Department and any other agency that we have a statutory obligation to. You also agree to allow us to pass on any information required to allow a third party to collect debts outstanding to us.

DIRECTORS

We will endeavour to give Directors every assistance in making decisions but you must understand that all decisions relating to the Company ultimately rest with the Directors. Any advice we give shall not be construed as making decisions on your behalf and at no stage do we assume the role of Directors in your company.

DURATION

The arrangements outlined in this form will continue in effect from year to year unless we agree to change them.

DISCLAIMER

We will provide a disclaimer to be attached to the financial statements. A copy of the standard wording may be obtained from us or our website www.cathomas.co.nz. Our compilation services will not result in the expression of an audit or review opinion or provide any other form of assurance on the financial statements. Independence is not a requirement for a compilation engagement. If we are aware that we are not independent, this fact will be stated in our report.

FEES & PAYMENT TERMS

Our fees, other than fixed fees, are normally based on hours worked charged at rates appropriate to the work performed and the levels of expertise required. Where the engagement is for a company you hereby agree to personally guarantee payment of the accounting fees. Payment terms are 20 days from the date the invoice was issued. The due date will be indicated on your invoice. Cockcroft & Thomas Ltd reserves the right to charge interest on overdue accounts calculated at ANZ base rate from the time to time plus a margin of six percent. Any costs incurred by Cockcroft & Thomas Ltd in collecting overdue accounts including (but not limited to) legal costs, court costs, debt collection agency costs, process servers charges and the like are payable by the clients.

ACCEPTANCE

If you have any questions about the contents of this engagement form please contact us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign this form in the space provided below and return it to us.

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

NAME OF CLIENT:

PHONE NUMBERS

EMAIL.....

SIGNED..... DATE

LIABILITY

Cockcroft & Thomas Ltd shall use reasonable skill and care in the provision of our services to you. To the extent permitted by law, any liability of Cockcroft & Thomas Ltd for costs, damages or other legally payable amounts for losses arising from the provision of services by Cockcroft & Thomas Ltd shall be limited to and not exceed five times the fees paid in aggregate in respect of the services provided under this agreement (or such lesser amount as may be agreed and specified in the Engagement Letter), except to the extent that such legally payable amounts are finally judicially determined to have resulted primarily from the fraud of Cockcroft & Thomas Ltd. Cockcroft & Thomas Ltd will not be liable for any loss of profits, indirect, consequential or exemplary losses suffered or incurred by you. In the case of continuous services provided by Cockcroft & Thomas Ltd, reference to "the fee" shall mean the Cockcroft & Thomas Ltd fees charged in the twelve months preceding the occurrence of the event(s) giving rise to the claim insofar as they relate to the services relevant to any alleged losses.