

Business Questionnaire – 31 March 2010

Ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
		Mobile:	
Balance Date	31 March 2010	Fax:	
		Email:	

To: Laurenson & Company Chartered Accountants

Terms of Engagement

I hereby instruct Laurenson Chartered Accountants to prepare my Financial Accounts and Taxation Returns for the period ended 31 March 2010. I understand that company financial statements will be prepared in accordance with the Financial Reporting Act where applicable and any known departures will be disclosed within the financial statements and referred to in the Accountants' Statement. Financial Statements other than Companies will be Special Purpose Financial Statements prepared for my purpose only.

I undertake to supply all information necessary to carry out these assignments and I accept responsibility for the accuracy and completeness of the information, and therefore you are unable to provide any assurance of my financial statements. I understand your work cannot be relied on to detect error and fraud, and that you accept no liability for the accuracy and completeness of the information supplied to me. I further understand that the financial statements will be prepared at my request and for my purpose only, and that you will not be liable for any losses, claims or demands by any third parties.

Laurenson Chartered Accountants are hereby authorized to communicate with my Bankers, Solicitors, Finance Companies, Accident Compensation Commission and Inland Revenue, to obtain such information as you may require in order to carry out the above assignments, including utilizing IRD Info Express and the new "Look Up Account Information" now available online at the IRD website for Tax Agents.

I acknowledge that I may have to pay Tax on 28 August, 15 January, 7 April and 7 May, (unless I am GST registered on a 6 monthly basis, then the Tax payment dates will be 28 October, 7 April and 7 May). If I do NOT have an IRD extension of time arrangement the 7th April payment will move forward to 7 February. I acknowledge that if I have not been advised of such payments, it will be my responsibility to contact you to ascertain if tax is payable.

Signature _____

Date _____

Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ _____	
Have there been business factors which have affected your profitability? If yes, please provide brief details: _____ _____	
Where your business operates as a limited liability company, have there been changes in the details of any of the directors or shareholders? (E.g. Resigned, Appointed, Moved) If yes, please provide brief details: _____ _____	
Nominated Bank Account for Refunds _____	
Address Details	
Please advise of your current address	_____

		Post Code:
--	--	------------

Records Required - (Where Laurensons prepares your GST returns)	Ü	Comment
Final Bank Statement		
Supply a copy of your bank statement including any savings, call or term deposit accounts dated 31 March 2010 or spanning this date.	C	

Records Required - (Where you prepare your own GST returns)	Ü	Comment
Bank Statements, Cheque butts, Cash books, etc		
Where no Cashbook is supplied, please provide and include one month past balance date: § Bank statements including any savings account or term deposit § Cheque & Deposit butts showing the nature of each payment/deposit § Receipt books. Make sure any items not for business sales are clearly marked § Suppliers' invoices filed in cheque number order	C C C C	
Where you supply a written Cashbook, please provide and include one month past balance date: § Cashbook, written up, analysed and reconciled to the bank statements monthly § Bank statements including any savings account or term deposit § Cheque & Deposit butts showing the nature of each payment/deposit	C C C	
Where you supply a computerised Cashbook, please provide: § Backup disk as at the end of financial year or email files to us § Copy of Bank Reconciliation as at balance date for all bank accounts § Final Bank Statement for year for all bank accounts § Transaction Listing for Accounts Payable and Accounts Receivable as at balance date	C C C C	
Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) Returns and work papers	C	

Records Required - (All Clients)	Ü	Comment
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	C	
Employers – 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 Schedule (IR 348).	C C	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	C	
Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) returns and work papers.	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. <u>Exclude</u> any 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

Records Required		ü	Comments
Business Expenses			
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		C	
§ Legal fees		C	
§ ACC payments and arrangements		C	
Non-Cancellable Lease Commitment			
Supply a copy of document for lease of premises		C	
Contingent Liabilities			
Do you have any contingent liabilities as at balance date? Please supply details.		C	
Related Parties			
Have there been any transactions with related parties? (Entities with common shareholders, directors, trustees or beneficiaries).		C	
Private Use			
Value of goods taken for private use at their cost price.	C	\$ _____ GST Included C Excluded C	
Expenses paid in Cash or from Personal Funds			
Please provide a list if applicable.		C	
Motor Vehicles		Home Office Expenses	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <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> <p>_____</p> <p>-</p>		<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>Area used for Business: _____ m²</p> <p>Total Area of House & Workshop: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p> <p>Construction materials: (timber, brick, etc)</p> <p>_____</p> <p>_____</p>	
Unusual Items			
Have you any unusual items of income or expenditure?		C	

Thank you for completing this questionnaire

Don't forget to sign the front page

This page is intentionally blank

