

Business/Trading Trust Information Questionnaire Terms of Engagement

Client Name:

Contact Numbers:

E-mail:

Financial Year Ended:

We appreciate the opportunity to work with you and this Agreement confirms the terms of our appointment to provide accounting and tax advice, including compilation of financial statements (if required), annual income tax return and payment of tax for you and your related entities, if any.

The attached Information Questionnaire must be completed as a requirement of the Chartered Accountants Australia and New Zealand 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 20th 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, email 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
Deloitte Private
P O Box 1990
Wellington

Signed

Dated

Records Supplied

Tick Box

1.	Source Accounting Records. Either: -	<input type="checkbox"/>
.....		
	a) A backup or transfer file from the following accounting systems:	
	<ul style="list-style-type: none"> - Cash Manager - MYOB - Sage - Quick Books - Quantum - Smart Books - Money Works - Banklink 	
	or;	
.....		
	b) Your own computer records including a transaction history Report, trial balance, Profit & Loss Account and Balance Sheet, or;	<input type="checkbox"/>
.....		
	c) An Excel Spreadsheet, or;	<input type="checkbox"/>
.....		
	d) A balanced and reconciled cashbook, <i>(Also supply bank statements and copy of bank reconciliation)</i> or;	<input type="checkbox"/>
.....		
	e) Coded Bank Statements with details of all business and private expenditure and/or a QIF/CSV file of your bank transactions.	<input type="checkbox"/>
.....		
	Note: If you supply us with a password protected file, please write down the password here _____	
	If you are using Xero and we do not have access to your accounts please contact us to discuss.	
.....		
2.	Bank Statement and copy of bank reconciliation at year end e.g. 31 March	<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. <i>(including the FBT reconciliation if appropriate)</i>	<input type="checkbox"/>
.....		
5.	A schedule of your calculations of gross and PAYE details sent to IRD for the year. <i>(IR348 for the year and a summary of payroll system if appropriate)</i>	<input type="checkbox"/>
.....		
6.	Dividend PAYE and Imputation Credit Certificates Received <i>(These are supplied when dividends are paid by a company.)</i>	<input type="checkbox"/>

7.	Interest PAYE Certificates. <i>(These are supplied by your bank shortly after 31 March each year.)</i>	<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"/>
12.	Schedule of business expenses paid for personally that have not been reimbursed by the business. (e.g.: personal cheque, cash, or credit card.)	<input type="checkbox"/>
13.	Overview of business. Is there any reason why the Turnover or Gross Profit varied from the previous year.	<input type="checkbox"/>
14.	Details of Dividends paid during the year	<input type="checkbox"/>
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 1st April and 31st March including the name of the Company, # of shares, type of shares and if possible cost and details of all shares bought and sold during the financial year.	<input type="checkbox"/>
16.	Any other information you think may be relevant – attach details.	<input type="checkbox"/>

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
-----	----

(Cross out one)

If YES, What was the value of goods taken?

\$ _____

(at cost)

6. Is part of your home used for an office/workshop/storage?

If YES, please complete schedule 1 attached.

YES	NO
-----	----

(Cross out one)

7. Is your home phone paid by the business?

If YES, please complete schedule 2 attached.

YES	NO
-----	----

(Cross out one)

8. Do you operate a till or petty cash system or were any sales not banked at balance date?

If YES, please complete schedule 3 attached.

YES	NO
-----	----

(Cross out one)

9. Do you use a motor vehicle in your business?

If YES, please complete schedule 4 attached.

YES	NO
-----	----

(Cross out one)

10. Were all takings banked into the business bank account?

If NO, please complete schedule 5 attached.

YES	NO
-----	----

(Cross out one)

11. Did the business purchase or sell any fixed assets during the year?

YES	NO
-----	----

(Cross out one)

If YES, please complete schedule 6 attached.

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?	<table border="1"><tr><td>YES</td><td>NO</td></tr></table> <i>(Cross out one)</i>	YES	NO
YES	NO		
If YES what is the monthly rental?	\$ _____		
Has the home phone rental been paid by the business?	<table border="1"><tr><td>YES</td><td>NO</td></tr></table> <i>(Cross out one)</i>	YES	NO
YES	NO		
Has the business paid for all toll calls, including private calls and claimed GST?	<table border="1"><tr><td>YES</td><td>NO</td></tr></table> <i>(Cross out one)</i>	YES	NO
YES	NO		
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	\$ _____

Schedule 4 - Motor Vehicle Used In Business

.....
If a company, is the vehicle owned by the company?

YES	NO
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(Cross out one)

.....
If YES, Is FBT paid on 100% availability for private use?

YES	NO
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(Cross out 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? Y/N	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				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
					Y/N