

## Financial Statements Questionnaire – 2020

Ensure this questionnaire is completed and included with your records

<b>Client Name</b>		<b>Phone</b>	
<b>Email</b>			

**To: Hunter Withers Limited**

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 2020. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/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. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations — however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/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 original Engagement Letter I/we signed when I/we became a client.

I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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

I/We agree and accept the above terms on signing this page.

Name	IRD Number	Signature	Date

**Please provide a copy of your ID for each individual if not previously supplied – Drivers Licence or Passport. From 1 October 2018 all accounting firms are required to verify your identity in certain circumstances; this is due to the Anti-Money Laundering and Countering Financing of Terrorism Act.**

Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way in the past 12 months? If yes, please provide brief details:	



<b>Records Required:</b>		✓	<i>Comment:</i>
<b>Bank Statements, Cheque Butts, Cash Books etc..</b>			
Where no computerised program is supplied, could we please have an export of your online bank transactions in a CSV file format. (Feel free to call us if you need assistance).		<input type="checkbox"/>	
Where <b>no Cashbook</b> is supplied, please provide and include <b>one month past</b> balance date:		<input type="checkbox"/>	
•	Bank statements (including any savings account or term deposit) with personal items clearly noted on the bank statements		
•	Cheque & Deposit butts showing the nature of each payment/deposit		
•	Suppliers' invoices filed in alphabetical order		
Where you supply a <b>written Cashbook</b> , please provide and <b>include one month past</b> balance date:		<input type="checkbox"/>	
•	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		
Where you supply a <b>computerised Cashbook</b> , please provide:		<input type="checkbox"/>	
•	Backup disk as at the end of financial year or email files to us (if applicable)		
•	Final Bank Statement for year for all bank accounts		
<b>Final Bank Statement</b>			
Supply a copy of your bank statement including any savings, call or term deposit accounts dated 31 March 2020 or spanning this date.		<input type="checkbox"/>	
<b>Loan Statements</b>			
Supply a copy of any loan transaction statements for the financial year up to your balance date.		<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>			
Supply copies of certificates.		<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>			
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>			
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"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Cash on Hand</b>			
*Cash on Hand	\$ _____ Date banked __/__/__	<input type="checkbox"/>	
Petty Cash	\$ _____	<input type="checkbox"/>	
Till Floats/Cash Floats	\$ _____	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)			





<b>Records Required:</b>	
<b>Private Use</b>	
Value of goods taken for private use at their <b>cost</b> price.	<input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Expenses paid in Cash or from Personal Funds</b>	
Please provide a list if applicable.	<input type="checkbox"/>
<b>Residential Property Sales</b>	
Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased? If it was purchased with 5 years of the sale date, • what was the original purchase price • and the sale price?	<input type="checkbox"/> \$ _____ _____ _____
<b>Research and Development</b>	
If this entity is a company, have you spent significant amounts on research and development during the income year? If so, provide ledger accounts and details of expenditure	<input type="checkbox"/>
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:  <b>Vehicle Description:</b> _____ Business _____ km Total _____ km Percentage Business _____ %  Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ %  ▪ 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.  ▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:  _____ _____ _____ _____	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:  Area used for Business: _____ m <sup>2</sup> Total Area of House & Workshop: _____ m <sup>2</sup> Power \$ _____ Insurance (Building & Contents) \$ _____ Interest (House Mortgage) \$ _____ Rates (including regional council rates) \$ _____ Repairs & Maintenance \$ _____ Other \$ _____ <b>Total</b> \$ _____ Cost of House and Section \$ _____ Cost of Section \$ _____ Construction materials: (timber, brick, etc)  _____ _____ _____ _____



**Mixed Use Holiday Home**

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes ☐ No ☐

Details of property \_\_\_\_\_

☐

Was the property empty for 62 days in the income year? Yes ☐ No ☐

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year  
OR where income from any person received was less than 80% of market rate \_\_\_\_\_

\* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: \_\_\_\_\_

Relationship to owner (if any): \_\_\_\_\_

Amount of rent they paid: \$ \_\_\_\_\_

Dates rented (From: To) \_\_\_\_\_

☐

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ \_\_\_\_\_

Cost of repairing damages caused by tenants \$ \_\_\_\_\_

Number of days spent in the property while repairing damages caused by tenants \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details) \_\_\_\_\_

☐

***Thank you for completing this questionnaire  
Don't forget to sign it***





## Schedule 1 – Accounts Receivable (Debtors)

## Amounts owing to you - 2020

[illegible]

**Schedule 2 – Accounts Payable (Creditors)**  
**Amounts owing by you - 2020**

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<b>Client Name</b>	
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Name of Creditor	Description of Goods	Total Incl GST

<b>Totals</b>	
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