



MARKHAMS
CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

CLIENT INFORMATION QUESTIONNAIRE

For Preparation of Annual Financial Statements

CLIENT: BALANCE DATE: / /
 ADDRESS:
 PHONE: CELL PHONE: FAX:
 EMAIL:

(To update our records)

Please indicate that each section has either been completed, or is not applicable, by ticking the appropriate box.

SYSTEM

Please tick and complete the appropriate section as follows:

BANKLINK Please complete section 1	OWN COMPUTER SOFTWARE E.g.: MYOB, Cash Manager etc Please complete section 2	MANUAL CASHBOOK Please complete section 3	OTHER E.g. LAQC Companies Please complete section 4
--	---	---	--

1. BANKLINK

- Please provide final bank statements as at your balance date.

Go to section 5.

2. OWN COMPUTER SOFTWARE

- Please contact us to arrange the most efficient way to transfer the data to our system.

Go to section 5.

3. MANUAL CASHBOOK

- Please send us all bank statements, copy of cashbook, cheque and deposit butts for the financial year.
- Cheque Butts – With full details on **all** butts up to one month after balance date: Identifying the nature of the payment, e.g. Purchases, Petrol, motor Vehicle Repairs, Stationery, etc. Please mark all private payments as drawings.
- Bank Deposit Books – With details of items other than normal business sale.

Please fill out sections 5 onwards as applicable.

4. NO SYSTEM

- Please provide all bank statements, cheque and deposit books for the financial year.
- Cheque Books – With full details on **all** books up to one month after balance date: Identifying the nature of the payment, e.g. Purchases, Petrol, motor Vehicle Repairs, Stationery, etc. Please mark all private payments as drawings.
- Bank Deposit Books – With details of items other than normal business sale.

5. BANK DEPOSITS NOT SALES

- Please identify separately any deposits from the year that are not sales?

6. INCOME DURING YEAR NOT BANKED / EXPENSES PAID PRIVATELY

- Was all business income banked in your business bank account? If NOT, please advise details.
- Were any business expenses paid personally? If YES, please advise details.

7. CASH ON HAND

- Cash on hand should include cash floats and Eft-pos/Visa/Amex/Diners and cash sales prior to Balance Date but not banked until after Balance Date.

Cash Float \$ Income not banked \$

8. STOCK ON HAND/WORK IN PROGRESS

- Do you have Stock on Hand/Work in Progress? **Y / N** (If N go to question 9.)
- Stock and work in progress should be valued at the **lower** of cost or market value. You are required to take stock as close to Balance Date as possible and maintain full records.

Value of stock on hand	\$	Basis of valuation	- cost	Y / N
Value of work in progress	\$		- market	Y / N
Value of consumable supplies	\$		- retail	Y / N
Do these figures include GST	Y / N			

9. ACCOUNTS OWING TO YOU/ACCOUNTS RECEIVABLE/DEBTORS (GST inclusive)

- All accounts owing to you should be advised or listed. To be tax deductible any bad debts should be written off before Balance Date.

If any bad debts have been written off during the year please enter total \$ and provide a list.

Total Debtors Owing (EXCLUDING bad debts) \$

10. AMOUNTS OWING BY YOU/ACCOUNTS PAYABLE/CREDITORS (GST INCLUSIVE)

- Please list all accounts owing by you (GST inclusive) at balance date, indicate name of creditor and nature of debt.
- Include PAYE, FBT, and RWT paid after year end.

11. GOODS AND SERVICES TAX, FRINGE BENEFIT TAX, RESIDENT WITHHOLDING TAX, ACC

- Please provide us with copies of GST Returns, FBT Returns, RWT Reconciliation and Supporting Working Papers, all ACC invoices and statements.

12. ASSETS PURCHASED/LEASED

- Did you purchase or lease any assets valued over \$500 plus GST during the year?
Please enclose hire purchase agreements, lease agreements, and purchase/tax invoices, sales and purchase agreements and Solicitor Settlement statements.

Assets Sold During the Year

- Please provide details of all assets sold/written off during the year (Include assets traded in)
- Please review last year's depreciation schedule, and note any assets that you no longer have, or are obsolete.
- Please also note any assets not included that you think should be there.

13. RENTAL PROPERTY (Including LAQC Companies)

- Any property sold/purchased during the year? If YES, please provide Solicitor Settlement statements.

Address of Property:

Rent Received: \$..... (Please provide us with property management statements if using a property manager)

Interest on Mortgage: \$..... (Not including principal payments)

Insurance: \$.....

Rates: \$.....

Repairs and Maintenance \$..... (Please include invoices)

General:.....
(Please provide details)

- Please identify any property not available for rent during the year.....

How many weeks not available for rent?

- If you have more than one rental property please the above provide information on a separate sheet.

14. INVESTMENTS

- Please supply full details of all interest received by you from within and outside New Zealand. Include advice notices and statements.
- Please provide full details of any investments sold or purchased during the year.
- Please provide loan details, if you raised a loan to purchase investments.
- Please supply dividend advice notices for all dividends received from New Zealand and overseas companies. These should also include advice notices where shares have been received in lieu of dividends as well as bonus issue details.
- Please supply full details of any Portfolio Investment Entity (PIE) income. Include advice notices and statements.
- Please supply full details of any Foreign Investment Fund (FIF) income. Include advice notices and statements.

Note: It is important that we see the actual advice notices so that we can ensure the correct tax credits are claimed in your return.

15. MORTGAGES & LOANS

- Please provide annual summary from your bank/financier of all loans held during the year OR all loan statements for the year.
 - Please advise the security details, interest rate and term of all existing/new loans.
-

16. BUSINESS MOTOR VEHICLE(S) – PRIVATE USE

(This section is not applicable to companies, where vehicles are subject to Fringe Benefit Tax).

Your claim for motor vehicle running costs is limited to business use ascertained from either a daily log book or a percentage established by a daily log over a typical 3 month period.

- With a daily log please provide:
Business kms for year _____
Total kms for year _____

- If using percentage basis please provide:
Total kms for year _____
Percentage claimed as business _____%

Separate details are required for each vehicle with private use content.

- Do you own more than one vehicle and if so are the expenses relating to your private vehicle charged to the business account? **Y / N**
 - When did you last update your logbook? (These have a three-year life) _____
-

17. PRIVATE USE

- Please provide an estimate of the value of business goods taken during the year for private use (at **cost price**)
 - The cost of private toll calls included in your business payments
 - The cost of domestic power and gas included in your business payments
 - The cost of any other personal goods or services included in your monthly business payments (that are not detailed on cheque butts)
-

18. USE OF PRIVATE DWELLING FOR BUSINESS PURPOSES

This may be the use of an area as an office or storage room, etc.

● Please supply the following details:

Expenditure incurred on dwelling: (if paid from business account these should be clearly identified).

Rates	\$	Insurance	\$
Interest on Mortgage	\$	Repairs	\$
Electricity & Heating	\$	Telephone Line Rental	\$
Business Toll Calls	\$	Other	\$

● Please detail the following:

Purchase Price of Property	\$	Total Area of Homem ²
Rateable Land Value	\$	Area used for Businessm ²
Rateable Capital Value*	\$	Type of Construction	
		-Brick, wood, concrete

*Formerly known as the Government Valuation

19. VALUATION

● If you have had an independent valuation done on your property, please supply the details.

20. TRUSTS & ESTATES ONLY

● Have there been any changes in trustees since the start of the financial year? *Please provide details*

● Were any gifts received by the Trust (cash, forgiveness of debt, bequests)? *Please provide details*

21. COMPANIES ONLY

● Have there been any changes in shareholders since the start of the financial year? *Please provide details*

● Please advise if there are any contingent liabilities you are aware of that existed at Balance Date. These are liabilities that may arise contingent on some future event e.g. pending legal action.

● Please advise of any matter of circumstance since the end of the financial year, not otherwise dealt with in the information supplied, that has significantly affected, or may significantly affect, the operations of your business, the results of those operations or the state of affairs of your business.

● Please advise of any capital commitments which existed at Balance Date.

TERMS OF ENGAGEMENT

Markhams Christchurch Limited will compile your financial statements, in accordance with the standards applicable to compilation engagement, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our services will not result in the expression of an audit opinion or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect fraud or error in your organisation.

Our obligations are to:

1. Accurately compile the financial information with due professional care
2. Process the information in an effective and efficient manner.
3. Respect the confidentiality of the information acquired in the course of our work

It is understood and agreed that;

1. You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information. This includes information supplied to us for the preparation of Goods and Services Tax Returns.
2. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
3. The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by the Institute of Chartered Accountants of New Zealand) when distributing the financial statements to third parties.
4. The Inland Revenue Department penalties regime is based on voluntary compliance and a new standard of reasonable care. Penalties range from 20% of the tax omitted to 150% dependent on the seriousness of the breach, together with use of money interest, and late payment penalties.
5. Our fees are on a time basis with per hour charge rates varying, depending on the experience of staff and directors engaged. Payment of our account is required by the 20th of the month following invoice, unless otherwise agreed (in advance). Progress fees are rendered throughout the performance of an assignment and they are due and payable on normal credit terms. Where payment is not made by the due date, we reserve the right to charge interest at 18% per annum on all unpaid amounts (including any interest previously charged). Any account not paid within our normal terms may be handed to a collection agency and all costs associated with this collection will be added to your account.

If you have any questions please discuss these with us before signing this Questionnaire.

-
1. We agree to the terms above and confirm that the information supplied above is accurate and complete in all respects.
 2. We hereby authorise **Markhams Christchurch Limited** to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements. This includes information from the Inland Revenue Department, Registrar of Companies, our Solicitor, Employees, Bank or other financial institution and we hereby authorise our Solicitor, Employees, Bank or other financial institution to supply such information. We authorise **Markhams Christchurch Limited** to sign Income Tax, GST and other associated returns on our behalf.
 3. We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to **Markhams Christchurch Limited** to enable them to fully advise and assist us in the management of our financial affairs and authorise **Markhams Christchurch Limited** to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, Solicitors or other advisers.
 4. We confirm that **Markhams Christchurch Limited** will provide assistance in meeting tax obligations, including advice on payments and/or reminder letters for taxes due. However, the responsibility for paying the correct tax on time rests with the taxpayer, not **Markhams Christchurch Limited** as agents.

SIGNED: _____

DATE: _____