

TO FLAVELL & CHAMBERLAIN LTD FROM
Chartered Accountants P O Box 200 Gisborne

ANNUAL ACCOUNTING BALANCE DATE INFORMATION

Please complete my 2015 Financial Statements and Tax Return(s) based on the enclosed records and information supplied as detailed in this Annual Balance Date Accounting Information Checklist.

Terms of Engagement

- **Records and Information** - I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements and/or Tax Returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Statements. I understand your work cannot be relied on to detect error or fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the Financial Statements, GST, PAYE, RWT and FBT Returns etc completed and/or signed on my behalf 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 me or any third person. I also accept responsibility for all other records and information supplied to you. I accept responsibility for any failure by me to supply all relevant records and information to you.

- **Fees** - I accept that Accountancy Fees charged are based upon time involved on my affairs. I accept that such fee invoices are accepted and approved unless queried in writing within 14 days of invoice. I agree to pay such invoice within 14 days and failing payment agree to pay in addition (if charged), Interest at 1.25%pm (15%pa), also debt collection and legal costs subsequently charged/incurred and agree the Privacy Act will not apply if debt collection is necessary. In the event of fees being overdue and Flavell & Chamberlain Ltd being in receipt of any taxation refund or other monies (including Trust/MDS Funds) or where signing authority is held on our bank account on my behalf, then Flavell & Chamberlain Ltd shall have my approval to deduct any overdue fees plus interest, provided that a note of the fees have been rendered to me. Where I am acting in a Trustee/Director capacity I agree that I am personally liable for the payment of the Accountancy Fees and associated charges should the Trust/Company fail to pay.

Information Disclosure/Authorities:- Privacy Act & Ethical Requirements - **valid unless crossed out.**

Flavell & Chamberlain Ltd (IRD 111-503-664) is my Chartered Accountant and Tax Agent authorised to:

1. Obtain from/supply relevant information to Bankers, Lawyers, Accountants, IRD, Child Support, ACC, Creditors, Work & Income, Credit References, BankLink, Xero, etc.
2. Obtain from/supply to Inland Revenue by any communication media:- all tax information, tax returns, financial statements, records, access all relevant tax types, update tax agency records/links, arrange tax transfers, sign tax returns (as Agent on my behalf), bank tax refunds / credits to tax agents trust account.
3. Operate a Trust Account on my behalf within Flavell & Chamberlain's Trust Account.
4. Pay my outstanding Fees account (if any), from the above Trust Account.
5. Invest funds on my behalf as appropriate, receiving commission (if any).

It is agreed that these Terms of Engagement will continue to apply in the future unless modified in writing.

Client Signature(s) _____ **Date** _____
(If signing for a Company, Partnership or Trust – Please ensure all Directors, Partners or Trustees sign above)

Would you like us to supply a copy of the Financial Statements to your bank? **Yes / No**
Name of Bank _____ Contact Person _____

Would you like an Annual Cash Flow Statement detailing Monthly Cash Flow? **Yes / No**

Company and Trust records need to be brought in to our office soon after balance date, so we can schedule the work for completion within their time constraints. Company Financial Statements have to be completed within 5 months of balance date (some have 9 months) and Trust Financial Statements have to be completed within 6 months of balance date.

Please complete the Annual Accounting Balance Date Questionnaire. Cont'd Over **PTO**

TO FLAVELL & CHAMBERLAIN LTD

Chartered Accountants

PO Box 200

GISBORNE

ANNUAL ACCOUNTING BALANCE DATE INFORMATION CHECKLIST 2015

The completion of this checklist is necessary to ensure that we have been supplied with all the required information. The completed form enables us to compile accurate Financial Statements and ensures all available deductions are claimed.

Records required for the full year (where applicable) -

1. Unless provided electronically - **All Bank Statements** for all Bank & Loan Accounts for the year to balance date and the month following. For BankLink or Xero clients we will only require the Bank Statements confirming the Account Balance at Balance Date (normally 31 March 2015) for verification purposes.
2. Unless provided electronically - All Cheque Butts showing the "nature" of each payment on the cheque butt or the Cash Book recording receipts and payments. (If Bank Statements are fully written up with details of "Who paid" and "What for" cheque butts are not required). Private/Personal expenditure must be separately identified.
3. Unless provided electronically or clearly marked on the Bank Statements - Receipt Books and Bank Deposit Books. Items other than normal business sales/income should be clearly marked in the records or on the Bank Statements. Receipts banked anywhere else should be provided on separate schedules. Invoice or other records of sales/income/earnings.
4. GST and FBT Returns **together with** supporting work papers. Vehicle Log Book(s) - Should be completed for 3 months every 3 years where any private use.
5. Wage Records for year. **Reminder** - Employers need to use the new PAYE deduction rates from 1 April. The PAYE Calculator is online at <http://www.ird.govt.nz/calculators/keyword/payee/calculator-payee.html>
6. Solicitors Statements relating to any legal transactions or other contracts, such as Hire Purchase Agreements.
7. Asset Purchase invoices for Assets over \$500. Suppliers Invoices and Statements should be made available to us if required. **Inland Revenue require all business records to be retained for at least 7 years.**
8. Please provide details of the recent Rating Land Revaluations if Landowner - **(latest valuations 1 July 2011)**.

Information and Details Required (WHERE APPLICABLE) -

1.	Cash on Hand	Information / Comments
	a) Cash on Hand at balance date including petty cash and all floats. b) Cash sales prior to Balance Date, but not banked until after Balance Date.	\$ \$
2.	Accounts Receivable (Debtors) All Accounts Receivable owing to you at Balance Date must be listed and totalled.	\$
3.	Bad Debts Written Off (must be before Balance Date) Where a Debtors Ledger is kept, please advise Bad Debt Journal Entry amount or provide a list of bad debts written off during year.	\$
4.	Work in Progress (Excluding GST) Work in progress should include actual: material costs, labour costs and overhead content. Consumable items on hand including prepayment amounts and insurance prepayments over IRD exemption levels should also be advised.	\$

5.	Inventory/Stock on Hand (Excluding GST) Balance Date Stock take should be supported with detailed stock sheets with - description, quantities and value of all items. These must be retained. Stock should be valued at the lower of cost or market value. If you estimate the stock value is less than \$5,000 it is optional to use last year's value. For Livestock Farmers a Livestock Tally Form should be attached.	\$
6.	New Fixed Assets, Additions (built/constructed), Land Development (Costing over \$500 and additions to existing assets) Please provide details (preferably invoices) of fixed assets purchased, sold or scrapped during the year, together with details of how the purchases were financed etc. (For scrapped assets please review previous years Asset Schedule to ensure all assets still exist). Has GST been accounted for to the Inland Revenue Department for Fixed Assets sold and purchased and recoveries of insurance claims?	Information / Comments \$ YES/NO
7.	Investments Please provide details of investments purchased and sold, and dividends and interest received from any investments during the year, including Kiwisaver (This <u>may</u> need to be included).	
8.	Accounts Payable (Creditors) All Accounts Payable owing by you at Balance Date should be listed, ("who owed, what for, amount \$") or the Accounts paid after Balance Date, clearly marked as "owing at balance date" in the Cash Book or on the Bank Statements.	\$
9.	Mortgages and Loans Details of Loans or Mortgages raised or repaid during the year (Include Loan Statements). We will assume that all Assets, Investments, Family Loans & Liabilities shown in the previous years Financial Statements still exist unless you advise us of changes and provide details of changes.	\$
10.	General Information – a) All takings were banked into the business trading bank account. Enter amounts not banked but used for - 1. Personal Expenditure 2. Business Expenditure - details required 3. Lodged into other Bank Accounts b) Did members of your family or your spouse provide assistance in the business? 1. If yes, the number of hours per week that they worked on average in the business was _____ hrs p/w 2. The amount of wages or remuneration that was paid to them during the year. c) Barter/Related Party transactions. If you have engaged in barter or Related Party transactions please supply details indicating Market value(s). d) Value of goods taken for private use at cost price (incl GST) e) The cost (incl GST) of personal goods and services included in your monthly business payments (if not separately detailed)	Except for? \$ \$ \$ YES/NO _____ hrs p/w \$ \$ \$ \$

Cont'd Over

	<p>f) Vehicle Log Books should have been kept (for a period of 3 consecutive months in each 3 year period) for every vehicle where there is any element of private use. Log Books are not required for vehicles used exclusively for business.</p> <p>List Vehicles which have been used for private purposes – Vehicle Description: Vehicle Description: </p> <p>Business _____ km Business _____ km Total _____ km Total _____ km Business _____% Business _____%</p> <p>g) Has the nature of your business changed in any way during the past twelve months or is there any other information not detailed above that you consider would be of benefit in preparation of the Financial Statements? If yes, please attach details</p>	<p>Information / Comments</p> <p>YES/NO</p>
<p>11.</p>	<p>Business use of the Home If you use part of your home for business purposes and wish to claim expenses related to the home, please provide details (if we don't have them) of:</p> <p>a) Business Area b) Total Area of Home c) The percentage of area set aside for business use d) Rates e) Insurance f) Repairs & Maintenance g) Interest on Housing Mortgage h) Power Account i) Other (i.e. Rental paid) _____</p> <p>Total</p> <p>Cost of House and Section Cost of Section Construction materials: (timber, brick, etc) _____</p>	<p>_____ M² _____ M² _____ % \$ \$ \$ \$ \$ \$ ----- \$ \$ \$</p>
<p>12.</p>	<p>Companies/Trusts Only - Company and Trust records should be brought in promptly as they have reporting time limits. Have there been any changes in:</p> <p>a) Address of: Registered Office, Directors, Shareholders or Trustees. b) the Directors, the Shareholding or the Trustees Please attach details of any changes made.</p>	<p>YES/NO YES/NO</p>
<p>13.</p>	<p>Any Other Information we should be aware of:</p> <p>..... </p>	

**Thank you for completing this questionnaire
Don't forget to sign the front page.**