

Contact Person:
Entity Name:
Address:

Email:
Home phone:
Work phone:
Fax:
Mobile:
Residential address (if different to postal):

**BUSINESS FINANCIAL STATEMENTS QUESTIONNAIRE
FOR THE YEAR ENDED 31 MARCH 2017**

FINANCIAL STATEMENTS WILL NOT BE STARTED UNTIL WE HAVE RECEIVED THIS QUESTIONNAIRE

This signed checklist should be returned to our office with your annual accounts information. Please be sure to answer all points clearly, as this form is an integral part of your business records. Please do not hesitate to contact us should you require clarification on any matter.

TERMS OF ENGAGEMENT

We authorise Affleck Dodd O'Meara Ltd to:

1. Prepare our Financial Statements using the information and records we have provided.
2. Obtain information necessary to complete our Financial Statements from our banker, solicitor and other agencies.
3. Provide our financier with copies of our Financial Statements.
4. Link us to the Affleck Dodd O'Meara Ltd tax agency with the Inland Revenue Department.
5. Sign and file GST and Income Tax returns, as agent, on our behalf.
6. Obtain authority to access, update and maintain Company details with the NZ Companies Office.
7. Link us to the Affleck Dodd O'Meara Ltd agency with ACC.

We accept and agree that:

1. We are responsible for the accuracy and completeness of the information supplied to Affleck Dodd O'Meara Ltd.
2. Affleck Dodd O'Meara Ltd will not complete an audit or a detailed review of our affairs. We also understand that Affleck Dodd O'Meara Ltd will not be relied upon to detect error or fraud.
3. The Financial Statements will be prepared at our request and for our purposes only. Neither Affleck Dodd O'Meara Ltd nor any of its employees will be liable for any losses, claims or demands by any third party.
4. We will pay all invoices when due or as otherwise agreed with Affleck Dodd O'Meara Ltd. Affleck Dodd O'Meara Ltd will deduct any overdue accountancy fees from any GST or Income Tax refunds due to us. We understand we will be liable for any collection/legal costs on un-paid accounts.

TO THE BEST OF OUR KNOWLEDGE, THE INFORMATION CONTAINED ON THIS CHECKLIST IS CORRECT.

SIGNED: _____ **DATED:** _____

ACCOUNTS RECEIVABLE: (MONIES OWING TO YOU AS AT 31/03/2017)*(attach a separate list if more room required)*

NAME:	AMOUNT (INCL. GST)	NAME	AMOUNT (INCL. GST)
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....

ACCOUNTS PAYABLE: (MONIES OWED BY YOU AS AT 31/03/2017)*(attach a separate list if more room required)*

NAME & DETAILS:	AMOUNT (INCL. GST)	NAME & DETAILS:	AMOUNT (INCL. GST)
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....

FIXED ASSETS PURCHASED:

ASSET	SECOND HAND OR NEW?	COST (INCL. GST)	DATE OF PURCHASE	SOURCE OF FINANCE
.....	SEC/NEW	\$.....	___/___/___
.....	SEC/NEW	\$.....	___/___/___
.....	SEC/NEW	\$.....	___/___/___
.....	SEC/NEW	\$.....	___/___/___

FIXED ASSETS SOLD/SCRAPPED/TRADED-IN:

ASSET	SALE PRICE (INCL. GST)	DATE OF SALE
.....	\$.....	___/___/___
.....	\$.....	___/___/___
.....	\$.....	___/___/___
.....	\$.....	___/___/___

STOCK ON HAND

If your stock value is under \$10,000 you may estimate its value as the same as your Opening Stock.

Stock on hand should be valued at the lower of cost, market selling value or replacement value. Obsolete items should be marked clearly as 'no commercial value' (NCV).

Please contact us if you need any assistance with your stock valuation.

Value of stock on hand (GST exclusive): \$.....

WORK IN PROGRESS

Work in progress at balance date should be valued and schedules prepared as for stock on hand. Work in progress should be valued at the cost of materials plus direct labour and direct overheads after deducting any progress payments. Profit margins should not be included.

Value of work in progress (GST exclusive): \$.....

CASH ON HAND

Till float and unbanked sales as at 31/03/2017 (GST inclusive): \$.....

CHECKLIST

	ATTACHED	N/A
<p>BANK STATEMENTS</p> <p>Xero, Quickbooks, MYOB or BankLink Clients: supply only the bank statement(s) showing 31/03/2017 balance.</p> <p>All Other Clients: supply all bank statements for all business bank accounts.</p>	<input type="checkbox"/>	
<p>CHEQUE BUTTS</p> <p>Ensure all butts are properly completed and cover the full year, including the month following the balance date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>GST RETURNS</p> <p>If prepared by yourself, supply copies of all GST returns and work-papers for the year ended 31/03/2017.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>WAGES</p> <p>If prepared by yourself, supply all wage records for the year ended 31/03/2017.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>SALES</p> <p>Was all income banked into the Business bank account(s)? Yes/No If not, supply details of:</p> <ul style="list-style-type: none"> • Sales deposited to personal bank account(s). • Cash sales used to pay business or personal expenses. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>EXPENSES</p> <p>Were all expenses paid from the Business bank account(s)? Yes/No If not, supply details of:</p> <ul style="list-style-type: none"> • Business expenses paid from personal bank account(s) or personal cash. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>INTEREST</p> <p>Supply all Interest/RWT Certificates for all business and private bank accounts</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>DIVIDENDS</p> <p>Supply all Dividend Statements for the year ended 31/03/2017.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>DONATIONS</p> <p>Supply all receipts for donations made during the year ended 31/03/2017.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>LEGAL TRANSACTIONS</p> <p>Supply copies of Solicitor's statements for all business related transactions, ie. Sale & Purchase agreements; Gifting documents</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>MORTGAGES AND LOANS / HIRE PURCHASE</p> <p>Supply all business loan and/or HP statements for the year ended 31/03/2017.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CASH BOOKS</p> <p>Manual</p> <p>Supply completed and reconciled cash receipts and cash payments records. Ensure monthly reconciliations are attached.</p> <p>Computer (MYOB, CashManager, QuickBooks etc)</p> <p>Supply back-up of data file. If emailing, send backup of data file to: zqn@adol.co.nz (Queenstown branch) or info@adol.co.nz (Alexandra branch)</p>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

HOME OFFICE

Supply the following totals for the year ended 31/03/2017:

- a) Annual power accounts \$.....
- b) Annual rent \$.....
- c) Annual rates – please include a rates notice \$.....
- d) Repairs and maintenance of the house \$.....
- e) Annual interest on mortgages (interest only – not repayments) \$.....
- f) Annual insurance (house and contents) \$.....
- Size of office and work areas m²
- Total size of home m²

COMPANIES & PARTNERSHIPS

Has there been any change in shareholding or partners during the year ended 31/03/2017? Yes/No
(If Yes, show dates and changes)

.....
.....

WORKING FOR FAMILIES TAX CREDITS

List all children that were in your care at any time during the year ended 31/03/2017.

Name	IRD Number	Date of Birth
.....
.....
.....

Did any of the children finish school during the year? Yes/No. If Yes, who & when?
.....

Did your relationship status change during the year? Yes/No
If Yes, what was the change and when did it occur?
.....

Was custody of children shared? Yes/No If Yes, please detail arrangement.
.....

Has the IRD Working For Families Tax Credits end of year notification been attached Yes/No

Child Support

Total of payments received from ex-partner for year ended 31/03/2017 \$.....

Total of payments made to ex-partner for year ended 31/03/2017 \$.....

STUDENT LOAN

Do you have a Student Loan? Yes/No

OVERSEAS INCOME

Did you receive any Overseas Income such as Super or a Pension? Yes/No

If yes, please supply details.
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