

Financial Statements Questionnaire – 31 March 2008

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2008	Fax:	
		Email:	

To: Jollands Callander

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2008. 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 also accept that Jollands Callander has the right to charge interest on overdue accounts at the rate of 2% per month, and that all accounts are due for payment within 7 days of the invoice date. The charging of such interest will be at the discretion of Jollands Callander. I/We accept that any collection costs incurred by Jollands Callander 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.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ _____ _____ _____ _____	

Records Required	ü	Comment
Bank Statements, Cheque butts, Cash books, etc		
Where no Cashbook is supplied, please provide and include one month past balance date: § Bank statements including any savings account or term deposit § Cheque & Deposit butts showing the nature of each payment/deposit § Receipt books. Make sure any items not for business sales are clearly marked § Suppliers' invoices filed in cheque number order	C C C C	
Where you supply a written Cashbook , please provide and include one month past balance date: § 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	C C C	
Where you supply a computerised Cashbook , please provide: § Backup disk as at the end of financial year or email files to us § Copy of Bank Reconciliation as at balance date for all bank accounts § Final Bank Statement for year for all bank accounts § Transaction Listing for Accounts Payable and Accounts Receivable as at balance date	C C C C	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	C	
Employers – Wages paid to Employees		
Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the IRD. OR Send a copy of your Employer Monthly Deduction Schedule (IR 348).	C C	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	C	
Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	C	
Interest and Dividend Certificates		
Supply copies of certificates.	C	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	C	Total at Balance Date: \$ _____ GST Included c Excluded c
Accounts Payable (Creditors) – see attached Schedule 2		
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.	C	Total at Balance Date: \$ _____ GST Included c Excluded c

