

# Financial Statements Questionnaire – 31 March 2008

Ensure this questionnaire is completed and included with your records

|              |               |        |                    |
|--------------|---------------|--------|--------------------|
| Client Name  |               | Phone: | [Business or Home] |
| 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.

I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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) |







