

Financial Statements Questionnaire – 31 March 2020

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:	31 March 2020	Fax:	
		Email:	

To: Sutcliffe Graham & Co Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020. 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 you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur 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 authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other 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)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ _____ _____ _____ _____	

Records Required		✓	Comment																		
Residential Land Withholding Tax																					
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.		<input type="checkbox"/>																			
Research and Development																					
If this entity is a company, have you spent significant amounts on research and development during the income year? If so, provide ledger accounts and details of expenditure		<input type="checkbox"/>																			
Motor Vehicles		Home Office Expenses																			
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <table> <tr><td>Business</td><td>_____</td><td>km</td></tr> <tr><td>Total</td><td>_____</td><td>km</td></tr> <tr><td>Percentage Business</td><td>_____</td><td>%</td></tr> </table> <p>Vehicle Description: _____</p> <table> <tr><td>Business</td><td>_____</td><td>km</td></tr> <tr><td>Total</td><td>_____</td><td>km</td></tr> <tr><td>Percentage Business</td><td>_____</td><td>%</td></tr> </table> <p>Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.</p> <p>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p> <p>_____</p>		Business	_____	km	Total	_____	km	Percentage Business	_____	%	Business	_____	km	Total	_____	km	Percentage Business	_____	%	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business: _____ m²</p> <p>Total Area of House & Workshop: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates (including regional council rates) \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p> <p>Construction materials: (timber, brick, etc)</p> <p>_____</p> <p>_____</p>	
Business	_____	km																			
Total	_____	km																			
Percentage Business	_____	%																			
Business	_____	km																			
Total	_____	km																			
Percentage Business	_____	%																			
Mixed Use Holiday Home																					
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?			<input type="checkbox"/>																		
If yes, provide details of property: _____			Yes <input type="checkbox"/> No <input type="checkbox"/>																		
Was the property empty for 62 days in the income year?			Yes <input type="checkbox"/> No <input type="checkbox"/>																		
If yes, please complete the following section so we can determine the amount of allowable deductions.																					
Mixed Use Holiday Home – Information Required																					
The number of days the property was empty during the income year _____																					
The number of days the asset was used by family or associated persons* during the income year _____																					
OR where income from any person received was less than 80% of market rate _____																					
* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property																					
If there is more than one tenant who used the property through the year, please attach details.			<input type="checkbox"/>																		
Name of tenant: _____																					
Relationship to owner (if any): _____																					
Amount of rent they paid: \$ _____																					
Dates rented (From: To) _____																					

Records Required

Mixed Use Holiday Home continued...

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	\$ _____
Cost of repairing damages caused by tenants	\$ _____
Number of days spent in the property while repairing damages caused by tenants	_____
Mortgage interest	\$ _____
Rates	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details) :	_____

Thank you for completing this questionnaire - don't forget to sign it

Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at 31 March 2020

Client Name	
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Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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