



Annual Questionnaire

NAME:

BALANCE DATE: (please circle one) **31 MARCH 2020** **31 MAY 2020**
30 JUNE 2020 **30 SEPTEMBER 2020**

E-MAIL:.....

TELEPHONE NO: HOME: WORK:

1. Records Required

If not using computer software:

- Cheque books, cheque butts and deposit books
- All paid invoices (preferably filed in alphabetical or cheque number order.)☺

If using computer software:

- USB back up (cashbook) OR print out of Summary Report, Trial Balance, General Ledger/Details Report, Transaction Report/Audit Trail OR hard copy of Accountants Reports per software recommendations.
- All paid invoices (preferably filed in alphabetical or date order). ☺

Further records required: *(regardless of whether using computer software or not)*

- Bank Statements – All business accounts (including savings, term deposits)
- Mortgage/Loan Statements
- Interest and Dividends Received certificates
- All stock income and dairy statements
- Day books and petty cash books
- GST Returns (work-papers and copy of returns)

2. Accounts Payable/Creditors (Money owed by you at balance date) \$.....GST incl Yes/No

Supply statements/invoices. If no statements are available mark cheque butts clearly.

3. Accounts Receivable/Debtors (Money owed to you at balance date \$..... GST

Incl *Yes/No*

Supply a list of Debtors and amounts owed from your sales dockets and invoice books.

4. Stock on Hand at Balance Date - Raw Materials \$ GST

Incl/Excl

- Retail Stocks \$ GST

Incl/Excl

- Consumable Aids \$ GST

Incl/Excl

Basis of Valuation: *Retail Value/Cost Value*

5. Work in Progress at balance date

\$ GST

Incl/Excl

6. Cash on Hand \$ Last Banking: \$ Date:

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(incl cash floats, Eftpos/Visa/Amex and cash sales prior to balance date but not banked until after balance date)

7. Do Bankings include other than Sales/Debtors? (if so please indicate clearly on the bank statement)

e.g.	Tax Refunds	Sale of Assets	Rent
	Loan Monies	Commission	Interest
	Dividends	Other	

8a. Were any Personal Drawings taken out of Sales and not banked?

Yes / No

Amount: \$

8b. Were all takings banked into your business bank account?

Yes / No

If not, enter amounts not banked but applied:

- For personal expenditure: \$

- For business expenditure (list expenses) \$

- Lodged in other bank accounts (give details) \$

9. Cash Transactions

Yes / No

- Payments out of Personal Cash
- Payments out of Personal Bank Account

10. Business Use of Motor Vehicles

- Log Book Kept? *Yes / No* If *Yes* please supply book,
- Usual Suppliers of Fuel, etc
-
- Percentage Split between Car, Ute, etc
-

11. Major Repairs (eg. Buildings, plant, property development, vehicles)

Details.....
.....
.....
.....

Date Work Done
.....

Major Suppliers
.....

12. Rent Received

- Details of Property Location and Rent Received.
- Where Expenses Paid From?

13. Capital Expenditure during Year:

Additions

Asset	Cost Agreement	Trade-In? Yes/No Stmt	Payment Method	HP /Lawyers
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Sales

Asset	Sale Price	Where Banked
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14. Goods or Materials taken for own use. *Yes / No* Amount

\$.....

15. If Capital Asset Constructed with own Employees' Labour:

- Cost of Labour
- Cost of Materials

16. Home Office Expenses? Same area as in prior year? If new, details of total area and office area.

Please supply the following details:

Expenditure incurred on Dwelling: (if paid from business account these should be clearly identified)

Rates \$..... Insurances
\$.....

Interest on Mortgage \$..... Telephone
\$.....

Power and Heating \$..... Other
\$.....

(Documents should be available if required)

Total Area of Home/Workshop

Total Area of Office

Total Area of Workshop

17. Receipts for Charitable Donations (Over \$5.00). Must now be claimed directly by yourself on a separate donations claim form (IR526)

- Attach Receipts if you would like us to complete this for you.

18. Family Support? Any Received? *Yes / No*

(Working For Families / in work Tax Credit)

Children's Names, Dates of Birth and IRD Numbers

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.....
.....

No. of Children still at School

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19. Any Overseas Income? *Yes / No*

Please supply details.

20. Were you absent from New Zealand during any part of the year or unemployed?

Details of Period you did not work.

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21. Income from Partnership Trust/Estate

Yes / No

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22. Change of Address (NB. Company Clients please advise change of address of any
Director or Shareholder)

ADDITIONAL SERVICES

1. *GST Returns*
2. *Wages & PAYE*
3. *Monthly Management Reporting*
4. *Secretarial - Accounts Payable/Receivable*
 - *Typing*
 - *Photocopying*

TERMS OF ENGAGEMENT

Howlett Dalzell Accountancy Services Ltd will compile your financial statements, in accordance with the standards applicable from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Our services cannot be relied upon to detect fraud in your organisation.

Our obligations are to:

1. Accurately compile the financial information with due professional care.
2. Process the information in an effective and efficient manner.
3. Respect confidentiality of the information acquired in the course of our work.
4. Provide assistance in meeting tax obligations, including advice on payments and/or reminder letters re taxes due.

It is understood and agreed that:

1. You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all relevant records and information. This includes information supplied to us for the preparation of Goods and Services Tax Returns.
2. The responsibility for the accuracy and completeness of assertions in the financial statements remains with you.
3. The responsibility for paying the correct tax on time rests with the taxpayer and not **Howlett Dalzell Accountancy Services Ltd** as agents.

If you have any questions please discuss with us before signing this questionnaire

SIGNED:

DATE:

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※ Thank you for taking the time to fill in this questionnaire ※

