



**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: .....**

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

**7. Do deposits/banking 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 are the Expenses Paid From?

**13. 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 .....

**14. Capital Expenditure during Year:**

**Additions**

Asset Description: Cost \$.....

Trade-In? Yes/No Details of trade in: .....

HP Agreement? Yes/No Please attach if yes

If land or building purchased please attach Lawyer Settlement Statement

**Additions**

Asset Description: Cost \$.....

Trade-In? Yes/No Details of trade in: .....

HP Agreement? Yes/No Please attach if yes

If land or building purchased please attach Lawyer Settlement Statement

**Sales**

Asset Sale Price/Traded Where Banked

**15. Goods or Materials taken for own use. Yes / No Amount**

\$.....

**16. If Capital Asset Constructed with own Employees' Labour:**

- Cost of Labour .....

- Cost of Materials .....

**17. Receipts for Charitable Donations** (Over \$5.00). Must now be claimed directly by yourself on a separate donation 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:

.....  
.....  
.....

No. of Children still at School

.....

**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.

.....

**21. Income from Partnership Trust/Estate** *Yes / No*

.....

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

## ADDITIONAL SERVICES

*GST Returns*

*Wages & PAYE*

*Monthly Management Reporting*

## 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: .....

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

