

# Financial Statements Questionnaire – 31 March 2010

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2010	Fax:	
		Email:	

To: Naylor Lawrence & Associates 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 2010. 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.

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. All income tax returns will be signed by me/us.

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
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
<p>Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit <input type="checkbox"/></li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit <input type="checkbox"/></li> <li>▪ Receipt books. Make sure any items not for business sales are clearly marked <input type="checkbox"/></li> <li>▪ Suppliers' invoices filed in cheque number order, include Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents <input type="checkbox"/></li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly <input type="checkbox"/></li> <li>▪ Bank statements including any savings account or term deposit <input type="checkbox"/></li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit <input type="checkbox"/></li> <li>▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents <input type="checkbox"/></li> </ul> <p>Where you supply a <b>computerised Cashbook</b>, please provide:</p> <ul style="list-style-type: none"> <li>▪ Backup disk as at the end of financial year or email files to us <input type="checkbox"/></li> <li>▪ Copy of Bank Reconciliation as at balance date for all bank accounts <input type="checkbox"/></li> <li>▪ Final Bank Statement for year for all bank accounts <input type="checkbox"/></li> <li>▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date <input type="checkbox"/></li> <li>▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date <input type="checkbox"/></li> </ul>		
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
<b>Employer – Wages paid to Employees</b>		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. <input type="checkbox"/> <b>OR</b> Send a copy of your Employer Monthly Deduction Schedules (IR 348). <input type="checkbox"/>		
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply your copies of Goods & Services Tax (GST) returns and work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. <b>Note:</b> Include any dairy statements, which are receivables in the month following balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
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.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Cash Income Not Banked During Year</b>		
Proceeds received but not paid into your bank account or stock firm.	<input type="checkbox"/>	_____ \$ _____ _____ \$ _____

Records Required	✓	Comment
<b>Capital Expenditure</b>		
<p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul> <p>A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Development Expenditure</b>		
<p>Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.</p> <p>Please provide full details if you have undertaken any work of this type.</p>	<input type="checkbox"/>	
<b>Legal and Loan Documents</b>		
<p>Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.</p>	<input type="checkbox"/>	
<b>Business Expenses</b>		
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> <li>▪ Insurance premiums</li> <li>▪ Legal fees</li> <li>▪ ACC payments and arrangements</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet</b>		
<p>A schedule has been enclosed. Please complete and attach.</p> <p>If applicable a copy of last year's Livestock Schedule is enclosed for your information.</p>	<input type="checkbox"/>	
<b>Private Use</b>		
<p>Value of goods taken for private use at their cost price.</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<b>Expenses paid in Cash or from Personal Funds</b>		
<p>Please provide a list if applicable.</p>	<input type="checkbox"/>	

Please see overleaf for Motor Vehicles →

**Motor Vehicles**

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:



**Vehicle Description** \_\_\_\_\_ **Vehicle Description** \_\_\_\_\_

Business \_\_\_\_\_ km Business \_\_\_\_\_ km

Total \_\_\_\_\_ km Total \_\_\_\_\_ km

Percentage Business \_\_\_\_\_% Percentage Business \_\_\_\_\_%

- 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.
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

\_\_\_\_\_

\_\_\_\_\_

**Thank you for completing this questionnaire  
Don't forget to sign it**





## Schedule 3

### Livestock - Cattle Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2010

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Total Number of Cattle as at 31 March 2010			
<b>Beef Breeds and Beef Crosses</b>				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:		Bulls:	
Rising two year	Steers:		Bulls:	
Rising three year	Steers:		Bulls:	
<b>Friesian and Related Breeds</b>				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:		Bulls:	
Rising two year	Steers:		Bulls:	
Rising three year	Steers:		Bulls:	
<b>Jersey and Other Dairy Breeds</b>				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding bulls				
Rising one year	Steers:		Bulls:	
Rising two year	Steers:		Bulls:	
Rising three year	Steers:		Bulls:	
<b>TOTAL</b>				
Deaths and Losses				
Natural Increase				
Peak Milking Cow Numbers for the last season				
Effective Milking Hectares for the last season				

## Schedule 3 Livestock – Sheep Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2010

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep as at 31 March 2010
<b>Sheep</b>	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
<b>TOTAL</b>	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	

<b>Wool</b>	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

# Schedule 3

## Livestock – Deer Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2010

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Deer as at 31 March 2010
<b>Red Deer</b>	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
<b>TOTAL</b>	
Fawns bred during the year	
Deaths and Losses	

Description	Number of Deer as at 31 March 2010
<b>Wapiti, Elk and Related Crossbreeds</b>	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding stags	
<b>TOTAL</b>	
Fawns bred during the year	
Deaths and Losses	