

CLIENT INFORMATION QUESTIONNAIRE

CLIENT NAME:.....

PLEASE RETURN THIS QUESTIONNAIRE WITH THE DOCUMENTS FOR YOUR ACCOUNTS

This checklist sets out the information, which we will need from you, in order to compile your Financial Statements and Tax Returns.

CHECK LIST OF RECORDS

Items required: (Please tick where applicable)

	Yes	No
Bank statements covering the full year (Details of all payments and deposits should be clearly written onto all statements) NB: These are only required where we do not process your GST or Cashbook/Banklink (Ensure fully reconciled to bank statements)	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement for all business accounts as at balance date (eg 31 st March) to verify the balance	<input type="checkbox"/>	<input type="checkbox"/>
Monthly wage summary sheets	<input type="checkbox"/>	<input type="checkbox"/>
Hire purchase/lease agreements	<input type="checkbox"/>	<input type="checkbox"/>
Legal statements/purchase and sale agreements	<input type="checkbox"/>	<input type="checkbox"/>
Stocktake summary	<input type="checkbox"/>	<input type="checkbox"/>
List of accounts payable	<input type="checkbox"/>	<input type="checkbox"/>
List of accounts receivable	<input type="checkbox"/>	<input type="checkbox"/>
Record of any assets purchased or sold	<input type="checkbox"/>	<input type="checkbox"/>
Copies of GST returns and workings if completed by yourself	<input type="checkbox"/>	<input type="checkbox"/>
Credit card statements if used for business expenses <i>(Details of business transactions should be clearly indicated)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Fringe Benefit tax returns	<input type="checkbox"/>	<input type="checkbox"/>

BUSINESS TRANSACTIONS

1. Have all income proceeds been deposited in the business bank account
If No, please indicate value and where banked.

2. Detail expenses not paid from your business bank account
(use a separate sheet if necessary) i.e. cash payments or payments from personal accounts.

ACCOUNTS RECEIVABLE

Total owed to you as at 31 March 20__, including GST

Include amounts that have been received subsequent to 31 March but were owed at that date.

List bad debts written off during the year and not included in the above

total.

ACCOUNTS PAYABLE

Total owed by you as at 31 March 20__, including GST

Attach a separate schedule showing the name of each creditor and appropriate classification of expense or a description. (Include PAYE owing to IRD).

GST Please provide copies of returns forwarded to IRD.

WORK IN PROGRESS as at 31 March 20__ (if applicable)

This should be based on the cost of labour, materials and overheads.

STOCK ON HAND as at 31 March 20__

A summarised list of stock on hand at balance date valued at cost price, excluding GST. Mark on the list the value of any items where the current replacement or market value is less than the cost.

CASH ON HAND at 31 March 20__ (if applicable)

Were all sales prior to balance date banked before the end of the financial year? If No, please indicate the date and amount banked including GST.

Yes	No
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OTHER

(a) What is the cost price of goods or services taken for private use?

(b) Are any sales or expenses export related? *If so please detail.*

(c) What proportion of the following expenses are to be claimed as business related?

Travel Expenses

What is your odometer reading on 31 March for each vehicle

%	\$
%	\$
%	\$
%	\$

Motor Vehicle (per Log Book)

Home Telephone/Tolls

Entertainment

ASSETS

Are all assets as per the last balance sheet, the same as you currently have?

Yes	No
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If No, please record:

(a) Purchases

Details of purchase, cost price, trade-in value, dates and method of financing. Attach a copy of relevant Hire Purchase/Lease Agreement.

(b) Sales

Details of sales, sale value, dates, and the bank account that the funds were deposited in.

MORTGAGES/LOANS

We require verification of loan balances & interest paid during the year, or printouts of:

Amount borrowed

Name of Lender

Date of Loan

Interest Rate

Term

Repayment Details

Security

Balance of loan at 31-03-____

Interest paid for year ended 31-03-____

OVERDRAFT FACILITY

Overdraft limit

Interest rate

HOME OFFICE/WORKSHOP CLAIM

Please complete the attached home office form. If no change from last year please indicate.

TRUSTS

If the entity is a trust, provide copies of gift statements made during the year, and any specific decisions of trustees regarding the distribution of income for the year.

COMPANIES ONLY

(a) Have there been any changes in shareholding during the past 12 months. If so, please provide details.

Yes	No
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(b) Does 80% or more of your company income arise from one customer or related customers?

Yes	No
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NAME	
BALANCE DATE	
REFERENCE	

HOME OFFICE CLAIM

AREA OF HOME USED FOR BUSINESS (If not previously provided or if details changed from last year)	
Office Area	
Garage Area	
Storage Area	
Total Business Use	
Total Area of Home and Garage	
Business Use %	

HOME EXPENSES	\$
Rent (if property not owned)	
Power	
Rates	
Mortgage/Loan Interest	
Insurance - house	
- contents	
Repairs and Maintenance	
Other - please provide details	
<i>Please indicate if any of the above expenses have already been claimed during the year.</i>	
TOTAL EXPENSES	
x % Business Use = Home Office Claim	

ACCEPTANCE

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I hereby authorise Giles & Associates Chartered Accountants Limited to act as agents for all tax information in relation to myself and or my company and obtain, any information required from my bankers, solicitors, finance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.

NAME OF CLIENT.....

SIGNED.....

DATE.....