



Ensure this questionnaire is completed and included with your records

Balance Date ___ / ___ / 2011

Client Phone:	
Client Cellphone:	
Client Email:	
Do we have your current details?	

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns. 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 Winstanley Kerridge Chartered Accountants Limited has 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 the discretion of Winstanley Kerridge Chartered Accountants Limited. I/We accept that any collection costs incurred by Winstanley Kerridge Chartered Accountants Limited will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies, including ACC, 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. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities

Signature _____	Date _____
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Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Convenient time to call you is:	
When do you want your accounts completed by?	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Records Required	✓	Comment
Bank Statements, Cheque butts, Cash books, etc		
<p>Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit. <input type="checkbox"/> ▪ Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/> ▪ Receipt books. Make sure any items not for business sales are clearly marked. <input type="checkbox"/> ▪ Suppliers' invoices filed in cheque number order, include Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents. <input type="checkbox"/> <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly. <input type="checkbox"/> ▪ Bank statements including any savings account or term deposit. <input type="checkbox"/> ▪ Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/> ▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents. <input type="checkbox"/> <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> ▪ Backup disk as at the end of financial year or email files to us. <input type="checkbox"/> ▪ Copy of Bank Reconciliation as at balance date for all bank accounts. <input type="checkbox"/> ▪ Final Bank Statement for year for all bank accounts, plus bank statements for one month after balance date. <input type="checkbox"/> ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date. <input type="checkbox"/> ▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date. <input type="checkbox"/> 		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Please supply your copies of Goods & Services Tax (GST) returns and work papers, if we do not do your GST.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see last page		
<p>All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p> <p>Note: Include any dairy statements, which are receivables in the month following balance date.</p>	<input type="checkbox"/>	<p>Total at Balance Date:</p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
Accounts Payable (Creditors) – see last page		
<p>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.</p>	<input type="checkbox"/>	<p>Total at Balance Date:</p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
Cash Income Not Banked During Year		
Proceeds received but not paid into your bank account or stock firm.	<input type="checkbox"/>	<p>_____ \$ _____</p> <p>_____ \$ _____</p>
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	<input type="checkbox"/>	
Private Use		
Value of goods taken for private use at their cost price	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
Legal and Loan Documents		
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.	<input type="checkbox"/>	

Records Required	✓	Comment								
Capital Expenditure										
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: <ul style="list-style-type: none"> ▪ Hire Purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices Please review last year's Asset and Depreciation Schedule and indicate any assets that no longer exist.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
Development Expenditure										
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. Please provide full details if you have undertaken any work of this type.	<input type="checkbox"/>									
Motor Vehicles (Sole Traders and Partnerships only)										
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:										
<table style="width:100%; border: none;"> <tr> <td style="width:50%;">Vehicle Description _____</td> <td style="width:50%;">Vehicle Description _____</td> </tr> <tr> <td>Business _____ km</td> <td>Business _____ km</td> </tr> <tr> <td>Total _____ km</td> <td>Total _____ km</td> </tr> <tr> <td>Percentage Business _____ %</td> <td>Percentage Business _____ %</td> </tr> </table> <ul style="list-style-type: none"> ▪ 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. 	Vehicle Description _____	Vehicle Description _____	Business _____ km	Business _____ km	Total _____ km	Total _____ km	Percentage Business _____ %	Percentage Business _____ %		
Vehicle Description _____	Vehicle Description _____									
Business _____ km	Business _____ km									
Total _____ km	Total _____ km									
Percentage Business _____ %	Percentage Business _____ %									
Livestock on Hand Numbers Reconciliation – Please complete										
Cattle										
Opening Stock Numbers _____										
Add:	Purchased during year	_____								
	Calves Bred	_____								
	Sub Total (A)	_____								
Deduct:	Total Cattle sold	_____								
	Closing Stock Numbers	_____								
	Known Deaths and Killed	_____								
	Sub Total (B)	_____								
Unaccounted for and Missing (A-B)		_____								
Sheep										
Opening Stock Numbers _____										
Add:	Purchased during year	_____								
	Lambs Bred/Docked	_____								
	Sub Total (A)	_____								
Deduct:	Total Sheep Sold	_____								
	Closing Stock Numbers	_____								
	Sheep Killed	_____								
	Known Deaths	_____								
	Sub Total (B)	_____								
Unaccounted for and Missing (A-B)		_____								

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at balance date _____

Name of Debtor	Description of Sale	Code	Net Amount	GST	Total Incl GST
Totals					

Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at balance date _____

Name of Creditor	Description of Goods	Code	Net Amount	GST	Total Incl GST
Totals					

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