

Client Name		Phone:
Balance Date	31 March 2018	Email:

To: Business Works Chartered Accountants

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2018. 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 you have 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 your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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 however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature _____

Date _____

Convenient time to call you is:	
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 enter contact name and contact details at your bank	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ _____ _____	

Please ensure this questionnaire is completed and included with your records

Records Required

1. Bank Statements etc

Xero users please provide copy of:

Final Bank Statements

For all bank accounts as at balance date

☐

Non Xero Users only

No Cashbook is supplied, please provide and **include one month past** balance date:

Cheque & Deposit butts

showing the nature of each payment/deposit

☐

Receipt books.

Make sure any items not for business sales are clearly marked

☐

Paid Suppliers' invoices

filed in cheque number order

☐

Written Cashbook supplied, please provide and **include one month past** balance date:

Cashbook

Written up, analysed and reconciled to the bank statements monthly

☐

Bank statements including any savings account or term deposits

We prefer in electronic CSV or QIF format. (please contact us if you're unsure of how to do this)

☐

Copy Final Bank Statements at balance date

For all bank accounts

☐

Cheque & Deposit butts

showing the nature of each payment/deposit

☐

Electronic Accounting System other than Xero - please provide:

☐

Copies of: General Ledger, Trial Balance and Profit & Loss reports

☐

Bank statements including any savings account or term deposits

We prefer in electronic CSV or QIF format. Please contact us if you're unsure of how to do this.

☐

Copy Final Bank Statements at balance date

For all bank accounts

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Transaction Listing for Accounts Payable and Accounts Receivable as at balance date

☐

2. Additional Financial Information

Loan Statements

Supply a copy of any loan transaction statements for the financial year up to your balance date.

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Employers – Wages paid to Employees

Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. **OR** Send a copy of your Employer Monthly Deduction Schedule (IR 348).

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Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	

Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	

Accounts Receivable (Debtors) – see attached Schedule 1		
<p>All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts.</p> <p>To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	<input type="checkbox"/>	<p>Total at Balance Date:</p> <p>\$ _____</p> <p>GST Incl <input type="checkbox"/> or GST Excl <input type="checkbox"/></p>

Accounts Payable (Creditors) – see attached Schedule 2		
<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 Incl <input type="checkbox"/> or GST Excl <input type="checkbox"/></p>

Cash on Hand	\$ _____
Include cash sales prior to balance date but not banked until after balance date	
Dated Banked	
Petty Cash	\$ _____
Till Float/Cash Float	\$ _____

Stock on Hand		
<p>Stock</p> <p>Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</p>	<input type="checkbox"/>	<p>Valued at lower of:</p> <ul style="list-style-type: none"> ▪ cost <input type="checkbox"/> ▪ net realisable value <input type="checkbox"/> ▪ market value <input type="checkbox"/> <p>\$ _____</p> <p>GST Incl <input type="checkbox"/> or GST Excl <input type="checkbox"/></p>
<p>Work in Progress</p> <p>Include material costs, labour costs and overhead costs. Briefly, how was this calculated?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Incl <input type="checkbox"/> or GST Excl <input type="checkbox"/></p>
<p>Prepayments received:</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Incl <input type="checkbox"/> or GST Excl <input type="checkbox"/></p>

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:		
▪ Hire purchase or loan agreements	<input type="checkbox"/>	
▪ Lease agreements	<input type="checkbox"/>	
▪ All legal statements and agreements	<input type="checkbox"/>	
▪ Lost, stolen or scrapped items	<input type="checkbox"/>	
▪ Copy of Tax Invoices	<input type="checkbox"/>	
Please refer to your copy of last year's Asset and Depreciation Schedule and review the schedule to indicate advise of assets that no longer exist.		

Transactions Not through the Business		
Were all sales banked into your business trading bank account?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If No, list those amounts not banked and when they were lodged: _____ _____ _____ _____	<input type="checkbox"/>	Total \$ _____

Legal & Loan Documents	
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include copies of Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties the business owns.	<input type="checkbox"/>

Business Expenses	
There are a number of invoices that we specifically require a copy of. Please ensure the records you provide us include copies of all paid accounts for:	
Insurance premiums	<input type="checkbox"/>
ACC payments and arrangements	<input type="checkbox"/>

Private Use	
Value of goods taken for private use at their cost price.	<input type="checkbox"/> \$ _____ GST Incl <input type="checkbox"/> or GST Excl <input type="checkbox"/>

Expenses paid in Cash or from Personal Funds	
Please provide a separate detailed list if applicable.	<input type="checkbox"/> \$ _____

Motor Vehicles	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	
1. Vehicle Description: _____	
Business KM	
Total KM	
Percentage Business (Total KM divided by Business KM =%)	
2. Vehicle Description: _____	
Business KM	
Total KM	
Percentage Business (Total KM divided by Business KM =%)	
<p>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</p> <p>FBT <i>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for, and number of days the vehicle(s) were unavailable for private use e.g. Emergency calls and some out of town travel</i></p> <p>No. of days not available: _____</p>	

Home Office Expenses	
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:	
Area used for Business	m ²
Total Area of House & Workshop:	m ²
Power	\$
Insurance (Building & Contents)	\$
Interest (House Mortgage)	\$
Rates (including regional council rates)	\$
Rent	\$
Repairs & Maintenance	\$
Telephone	\$
Other	\$
Total	\$
Cost of House & Section	\$
Cost of Section	\$
Construction Materials: (Timber, Brick, etc):	

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

Schedule 1 – Accounts Receivable (Debtors)Amounts owing to you at 31 March 2018

Client Name	
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Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
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Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at 31 March 2018

Client Name	
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Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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