

Client Name		Phone:	
Balance Date	31 March 2018	Fax:	
		Email:	

*Please ensure this questionnaire is completed and included with your records*

To: Business Works Chartered Accountants Ltd

### **Terms of Engagement**

We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2018. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. We understand that you will rely upon the information provided by 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.

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, 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 we signed when we became a client.

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 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. 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 us as our tax agent. All income tax returns will be signed by us.

**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"/> <b>(Tick One)</b>
If your accounts are to be supplied to your bank, please enter contact name and contact details at your bank	

## 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*

☐

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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#### Goods & Services Tax (GST) Returns (If applicable)

▪ Please supply your copies of Goods & Services Tax (GST) returns and workpapers

☐

#### Interest and Dividend Certificates

Supply copies of certificates.

☐

<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.	<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>Capital Expenditure</b>		
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:		
<input type="checkbox"/> Hire purchase or loan agreements	<input type="checkbox"/>	
<input type="checkbox"/> Lease agreements	<input type="checkbox"/>	
<input type="checkbox"/> All legal statements and agreements	<input type="checkbox"/>	
<input type="checkbox"/> Lost, stolen or scrapped items	<input type="checkbox"/>	
<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.		
<b>Legal &amp; Loan Documents</b>		
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"/>	

<b>Business Expenses</b>	
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"/>

<b>Gifting Programme</b>	
Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.	<input type="checkbox"/>
<b>Details of Gifting and Date:</b> _____ _____ _____ _____	<b>\$ Value of Gift:</b> \$ _____ \$ _____ \$ _____

Major Transactions	
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	<input type="checkbox"/>
<b>Details of Transaction/s &amp; Date</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<b>\$ Value of transaction:</b> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/>

### Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31 March 2018

Name of Debtor	Description of Sale	Code	Total Incl GST
<b>Totals</b>			

### Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at 31 March 2018

Name of Creditor	Description of Goods	Code	Total Incl GST
<b>Totals</b>			

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