Financial Statements Questionnaire - 31 March 2024

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2024	Fax:	
		Email:	
To: HSW Limited			

Terms of Engagement

Signature

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2024. 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.

I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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.

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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 No (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Data

Records Required:	✓	Comment:
Employer – 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 Schedules (IR 348).		
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
Final Bank Statement		
Supply a copy of your bank statement including any savings, call or term deposit accounts dated 31 March 2024 or spanning this date.		
Loan Statements	ı	
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Interest and Dividend Certificates	I	
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1	1	
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.		Total at Balance Date: \$ GST Included Excluded
Accounts Payable (Creditors) – see attached Schedule 2	l	
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.		Total at Balance Date: \$ GST Included
Cash on Hand	I	
*Cash on Hand \$ Date banked//_ Petty Cash \$ Till Floats/Cash Floats \$ *(Include cash sales prior to balance date but not banked until after balance date)		
Stock on Hand		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. 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)		Valued at lower of: cost net realisable value market value S GST Included Excluded
Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated?		\$ GST Included
Prepayments received		\$ GST Included

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:		
 Hire purchase or loan agreements Lease agreements All legal statements and agreements Trade-in details Lost, stolen or scrapped items Copy of Tax Invoices 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. Transactions Not Through the Business 		
Were all sales banked into your business trading bank account? Yes No I If No, list amounts not banked and when they were lodged:		Personal \$ Business \$ Other \$
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.		
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: Insurance premiums Legal fees ACC payments and arrangements		
Private Use		
Value of goods taken for private use at their cost price.		\$ GST Included
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.		

Please see overleaf for Motor Vehicles and Home Office Expenses

Motor Vehicles	Home Office Expenses	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	If part of your home is set aside principal office/workshop/storage area, please pro details:	
Vehicle Description:	Area used for Business:	m²
	Total Area of House & Workshop:	m²
Vehicle CC:	Power \$	
Business km	Insurance (Building & Contents) \$	
Total km	Interest (House Mortgage) \$	
Percentage Business %	Rates (including regional council rates) \$	
Vehicle	Repairs & Maintenance \$	
Description:		
Vehicle CC:	Total s	
D :		
Business km Total km		
Percentage Business %		
Please note that the mileage calculation has changed from the		
2018 tax year, mileage is now calculated using both business kilometres travelled and total kilometres travelled.		
kilometres travelled and total kilometres travelled.		
Please ensure that kilometres travelled (both business and private) is included as well as the cc of the vehicle.		
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:		
Mixed Use Holiday Home		
Does this entity have a property (such as a holiday home or a baincome?		e 🗆
Details of property		
Was the property empty for 62 days in the income year? If yes, determine the amount of allowable deductions.	please complete the following section so w	/e can
Mixed Use Holiday Home – Information Required		
The number of days the property was empty during the income	year	
The number of days the asset was used by family or associated	persons* during the income year	
OR where income from any person received was less than 80% * Associated persons include close relatives, or if owned by an entity, pe	of market rate	perty
If there is more than one tenant who used the property through	the year, please attach details.	
Name of tenant:		
Relationship to owner (if any):		
Amount of rent they paid: \$		
Expenses incurred in respect of the property (the list below is no	ot exhaustive – details of all expenses will b	ре

required):					
Cost of advertising for tenants		\$			
Cost of repairing damages caused by tenants	S	\$			
Number of days spent in the property while re	epairing damages caused by tenants				
Mortgage interest		\$			
Rates		\$			
Insurance		\$			
Repairs/maintenance for general wear and te	ear	\$			
Other (please give details)					
Mixed Use Boat or Plane			1		
Does this entity have a boat or plane (with a derive income?	market value of \$50,000 or greater), that	is used privately and also to Yes \(\subseteq No \subseteq \)			
If Yes, provide details:					
•					
Market value: \$					
Was the asset unused for 62 days in the income year? Yes No If yes, please complete the following section so we can determine the amount of allowable deductions.					
Mixed Use Boat or Plane – Information Required					
mixed OSC Boat of Figure Information	n regunea				
The number of days the asset was unused d	during the income year				
The number of days the asset was used by fa	amily or associated persons* during the in	ncome year			
OR where income from any person received was less than 80% of market rate * Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property					
For non-associated persons where payment	received is at least 80% of market value:				
Number of days the asset was used:					
Income received:	\$				
Expenses incurred in respect of the property required):	(the list below is not exhaustive – details	of all expenses will be			
Cost of advertising for hireage		\$			
Cost of repairing damages caused by hireage	e	\$			
Operating costs / supplies		\$			
Insurance		\$			
Repairs/maintenance for general wear and te	ear	\$			
Other (please give details)					

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

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2024

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

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2024

Client Name					
Name of Creditor		Description of Goods	Code	Total Incl GST	
Name of Creditor		Description of Goods	Code	Total file GS1	
			1	<u> </u>	
Totals					
GOVERNMENT SUBSIDY					
Date Claimed:	Date Cl	aimed:	Date Clai	med:	
Amount:	Amoun	!	Amount:		