

Financial Statements Questionnaire – 31 March 2024

Please ensure this questionnaire is completed and included with your records

Client Name		Phone	
		Fax	
Balance Date		Email	
		IRD number	

To: Bella Consultants Limited

Terms of Engagement

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. 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. 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 for completion of the above assignments.

Financial Statements prepared by you will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

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. Authority is given to obtain information from the Inland Revenue about all tax types (except NCP or CPR) until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

I/We also accept that Bella Consultants 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 Bella Consultants Limited. I/We accept that any collection costs incurred by Bella Consultants Limited will be fully recoverable from me/us.

Privacy Act 1993

- 1.1 The Directors/Partners and the guarantor/s (if separate to directors/partners) authorise Bella Consultants Limited to:
- collect, retain and use any information about the directors/partners and/or guarantors, for the purpose of assessing the directors/partners and/or guarantors creditworthiness; and
 - disclose information about the directors/partners and/or guarantors, whether collected by Bella Consultants Limited from the directors/partners and/or guarantors directly or obtained by Bella Consultants Limited from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by the directors/partners and/or guarantors.

1.2 Where the directors/partners and/or the guarantors are an individual the authorities under clause 17.1 are authorities or consents for the purposes of the Privacy Act 1993.

1.3 The directors/partners and/or the guarantors shall have the right to request Bella Consultants Limited for a copy of the information about the directors/partners and/or guarantors retained by Bella Consultants Limited and the right to request Bella Consultants Limited to correct any incorrect information about the directors/partners and/or guarantors held by Bella Consultants Limited.

Personal Guarantee

Where the name of a guarantor is completed at the foot of this agreement, then that person personally guarantees full payment of any amounts due to us in terms of this agreement.

Signature _____

Date _____

Name / Guarantor _____

Convenient time to call you?	
Alternative phone number(s) are?	
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"/>
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: <hr/> <hr/> <hr/> <hr/>	

Bank account details for tax refunds*

Account name: _____

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
<small>Bank</small>			<small>Branch</small>					<small>Account</small>									<small>Suffix</small>	

Records Required:	<input checked="" type="checkbox"/>	Comment:
Bank Statements, Cash books, etc		
Where no Cashbook is supplied, please provide and include one month past balance date: • Bank statements including any <u>savings</u> account or <u>term deposit</u> . • Suppliers' invoices.	<input type="checkbox"/>	
Where you supply a computerised system (Xero/MYOB etc) , please provide: • Final Bank Statement for the year for all bank accounts @ 31 March 2024 • Transaction Listing for Accounts Payable and Accounts Receivable as at balance date (if not recorded on system).	<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"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) work papers.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) work papers.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 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.	<input type="checkbox"/>	<i>Please complete attached sheets if not on computerised system</i>
Accounts Payable (Creditors) – see attached Schedule 2		
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, 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"/>	<i>Please complete attached sheets if not on computerised system</i>

Records Required:	<input checked="" type="checkbox"/>	Comment:
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Cash on Hand		
*Cash on Hand \$ _____ Date banked ___/___/_____	<input type="checkbox"/>	
Petty Cash \$ _____	<input type="checkbox"/>	
Till/Cash Floats \$ _____	<input type="checkbox"/>	
*(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)	<input type="checkbox"/>	Valued at lower of: • cost <input type="checkbox"/> • net realisable value <input type="checkbox"/> • market value <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Work in Progress Include material costs, labour costs and overhead costs.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Prepayments received	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>

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 <input type="checkbox"/> • Lease agreements <input type="checkbox"/> • All legal statements and agreements <input type="checkbox"/> • Trade-in details <input type="checkbox"/> • Lost, stolen or scrapped items <input type="checkbox"/> • Copy of Tax Invoices <input type="checkbox"/> Please review the asset schedule in your last set of financials and advise if any no longer exist.	<input type="checkbox"/>	

Interest and Dividend Certificates		
Whilst the IRD hold a certain amount of dividend information, we cannot confirm that this information is complete or accurate.	<input type="checkbox"/>	

Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts not banked and when they were lodged: _____ _____		Personal \$ _____ Business \$ _____ Others \$ _____

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

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

<p>Motor Vehicles</p> <p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: (for individuals/partnerships)</p> <p>Vehicle Description: _____</p> <table style="width:100%; border: none;"> <tr> <td style="width:15%;">Business</td> <td style="width:15%; text-align: center;">_____</td> <td style="width:15%;">km</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td>km</td> </tr> <tr> <td>% Business</td> <td style="text-align: center;">_____</td> <td>%</td> </tr> </table> <p>Vehicle Description: _____</p> <table style="width:100%; border: none;"> <tr> <td style="width:15%;">Business</td> <td style="width:15%; text-align: center;">_____</td> <td style="width:15%;">km</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td>km</td> </tr> <tr> <td>% Business</td> <td style="text-align: center;">_____</td> <td>%</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. • If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: <p>_____</p> <p>_____</p>	Business	_____	km	Total	_____	km	% Business	_____	%	Business	_____	km	Total	_____	km	% Business	_____	%	<p>Home Office Expenses*</p> <p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <ul style="list-style-type: none"> • Average hours spent working from home per week on all business related matters _____ • Rent \$ _____ • Power \$ _____ • Insurance (Building & Contents) \$ _____ • Interest (House Mortgage) \$ _____ • Rates (land & water) \$ _____ • Repairs & Maintenance \$ _____ • Other (e.g. home phone rental) \$ _____ <p>Total \$ _____</p> <ul style="list-style-type: none"> • If you have an office specifically set aside and would prefer to use the IRD standard rate, please provide the square meterage of the office <p>_____</p> <p>_____</p>
Business	_____	km																	
Total	_____	km																	
% Business	_____	%																	
Business	_____	km																	
Total	_____	km																	
% Business	_____	%																	

Thank you for completing this questionnaire
It is essential we receive all the above information to prepare the 2024 financial accounts
Don't forget to sign it

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

Client Name	
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Name of Debtor	Description of Sale	Code	Net Amount	GST	Total (incl)

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

Client Name	
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Name of Creditor	Description of Goods	Code	Net Amount	GST	Total (incl)

Totals			
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