## Financial Statements Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Balance Date	Fax:	
	Email:	

To: Cowley Stanich & Co Ltd

## **Terms of Engagement**

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

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 20<sup>th</sup> 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 authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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.

The authority to act must be signed by all appropriate signatories i.e. all partners in a partnership, trustees in a trust and directors in a company (except where recorded that one director has specific signing authority or one person has recorded delegated authority from the other owners/members to sign on their behalf). Trustees who are acting as a Trustee in their professional capacity are not required to sign an authority to act, unless all trustees in the Trust are professional trustees, in which case at least one Trustee should sign. See IRD Information Authority for full details of this requirement.

Name	IRD Number	Signature	Date

If a trustee is a company

place of birth and	d date of birth A		nust be at least one	or all directors to provide their e director that either lives in rated in Australia:
Director	Date of birth	City / Town of birth	Country of birth	<b>Current residential address</b>
	<u> </u>			
Convenient time	to call you is:			
Alternative phon	e numbers are:			
When do you wa	ant your accoun	ts completed by?		
Would you like u	is to supply a co	opy 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:		r:		

✓	Comment:
	<u> </u>
	Total at Balance Date:  \$  GST Included
	Total at Balance Date: \$ GST Included

Legal and Loan Documents				
Please attach any solicitor's statements and relating to any legal transactions during the y statements and agreements relating to any nor loans. Please include a copy of your lates properties you own.	vear. Please also include nortgages, hire purchase, leases			
Business Expenses				
There are a number of invoices that we spectrecords you provide us with include all paid at Insurance premiums  Legal fees				
<ul> <li>ACC payments and arrangements</li> </ul>		H		
Gifting Programme		Ш		
Please advise the date of gifts made to your you have copies of the gifting documentation this.			Date of Gift	
Major Transactions				
Please provide a list of any major transaction financial year that affect the Trust.	ns that have occurred during the			
Desired at the Day 1 Model to the extreme				
Residential Land Withholding Tax		1		
Have you sold residential property in New Ze Withholding Tax has been deducted and pair e.g. IR1100 Residential land withholding tax purchase documents.	d to the IRD? If so, provide details			
Mixed Use Holiday Home				
Does this entity have a property (such as a hincome?	·		Yes □ No □	
If yes, provide details of property:			·····	
Was the property empty for 62 days in the in If yes, please complete the following section		allow	Yes ☐ No ☐	
Mixed Use Holiday Home - Information	on Required			
The number of days the property was empty	during the income year			
The number of days the asset was used by f OR where income from any person received * Associated persons include close relatives, or if or	was less than 80% of market rate			
If there is more than one tenant who used the	e property through the year, please	attach	n details.	
Name of tenant:				
Amount of rent they paid: \$  Dates rented (From: To)				
Continued on next page				

Mixed Use Holiday Home continued	
Expenses incurred in respect of the property (the list below is not exhaustive – details required):	s of all expenses will be
Cost of advertising for tenants	\$
Cost of repairing damages caused by tenants	\$
Number of days spent in the property while repairing damages caused by tenants	
Mortgage interest	\$
Rates	\$
Insurance	\$
Repairs/maintenance for general wear and tear	\$
Other (please give details) :	
Mixed Use Boat or Plane	
Does this entity have a boat or plane (with a market value of \$50,000 or greater), that derive income?	t is used privately and also to [
derive income?	res 🗌 NO 📋
If Yes, provide details:	
Description:	
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 allow	wable deductions.
Mixed Use Boat or Plane – Information Required	
The number of days the asset was <b>unused</b> during the income year	
The number of days the asset was used by family or associated persons* during the i	income 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	he 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:	
Ψ	
Expenses incurred in respect of the property (the list below is not exhaustive – details required):	s of all expenses will be
Cost of advertising for hireage	\$
Cost of repairing damages caused by hireage	\$
Operating costs / supplies	\$
Insurance	\$
	_
Repairs/maintenance for general wear and tear	\$

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

## Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at balance date

Client Name				
Name of Debtor		Description of Sale	Code	Total Incl GST
Totals				
Schedule 2 – Accounts Pa	avahle i	(Creditors)		
Amounts owing by you at	halanc	e date		
7 mileance owning by year at	Balario			
Name of Creditor		Description of Goods	Code	Total Incl GST

Totals
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