

Financial Statements Questionnaire – 31 March 2021

Ensure this questionnaire is completed and included with your records					
Client Name					
Balance Date	31 March 2021				
To: Su & Co Charter	ed Accountants Limited				
Terms of Engageme	<u>ent</u>				
I/We hereby instruct you to prepare my/our Financial Statements and Taxation Return(s) for the 2021 financial year. 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. It is our responsibility to ensure the content or accuracy of any Tax Returns that you prepared on my/our behalf as they will be prepared based on information that I/we provide to you. 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.					
my/our taxation liabil	the Financial Statements and Taxation Returns are prepared for my/our own use and to determine ities. If this should change in any material respect, I/we will inform you immediately. You will not illity to any person, other than me/us, for the contents of the Financial Statements.				
All other terms and of I/we signed when I/w	conditions of this engagement are the same as those referred to in the original Engagement Letter e became a client.				
engagement. I/We al interest on overdue a Limited is required to	/ment for the services provided is required on the 20 th of the month following completion of the so accept that should I/we default on payment Su & Co Chartered Accountants Limited will charge accounts at the rate of 1.5% per month, and I/we accept that if Su & Co Chartered Accountants o obtain a debt collection agency to recover the costs, any costs incurred by the agency in the f outstanding monies including commissions will be on charged to me/us.				
I/We agree that owner made in full.	ership of the work is retained by Su & Co Chartered Accountants Limited until payment has been				
should payment for t	eduction of fees outstanding to Su & Co Chartered Accountants Limited from any taxation refunds he services provided not be made in full by the required date. I/We agree to personally indemnify ccountants Limited for fees outstanding.				
	norised to communicate with my/our bankers, solicitors, finance companies and all government ach information as you require in order to complete the above assignments.				
You are to represen	t me/us as my/our tax agent. All income tax returns will be signed by me/us however you are				

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

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



Final Bank Statement		
Supply a copy of your bank statement including any cheque, saving and credit card accounts or term deposit accounts dated 31 March 2021 or spanning this date.		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Interest and Dividend Certificates		
Supply copies of certificates.		
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.		Total at Balance Date: \$ GST Included
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, 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		
Cash on Hand \$ Date banked//		
*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)		
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*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)		Valued at lower of: cost
*Cash on Hand \$ Date banked/_/_ Petty Cash \$ *(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		 cost net realisable value market value



Records Required: Capital Expenditure		✓	Comment:	
Attach details of assets purchased or s vehicles, plant and equipment and pro provide the following details:				
 Hire purchase or loan agreements 				
 Lease agreements 				
 All legal statements and agreemer 	nts			
Trade-in details				
 Lost, stolen or scrapped items 				
 Copy of Tax Invoices 				
Transactions Not Through the B	usiness			
Were all sales banked into your busine	ess trading bank account? Yes No			
If No, list amounts not banked and who	en they were lodged:		Personal	\$
			Business	\$
			Other	\$
Legal and Loan Documents				
Please attach any solicitor's statement relating to any legal transactions during Statements and Agreements relating to or loans. Please include a copy of you properties you own.	g the year. Please also include or any mortgages, hire purchase, leases			
Business Expenses				
There are a number of invoices that we records you provide us with include all	e specifically require. Please ensure the paid accounts for:			
 Insurance premiums 				
 Legal fees 		H		
 ACC payments and arrangements 				
Private Use				
Value of goods taken for private use at their cost price.			\$	
Expenses paid in Cash or from F	Poreonal Funde		GST Included DEX	xcluded _
	reisonai runus			
Please provide a list if applicable.				
Home Office Expenses				
If part of your home is set aside princip	pally for use as an office/workshop/storage	area	, please provide the fo	ollowing details:
Area used for Business:	m²			
Total Area of House & Workshop:	m²			
Total Alica of Floude a Workshop.				
Power	\$			
Insurance (Building & Contents)	\$			
Interest (House Mortgage)	\$			
Rates (including regional council rates				
Repairs & Maintenance	\$			
Other	\$			
Total	\$			
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Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2021

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



Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2021

Client Name			
Name of Creditor	Description of Goods	Code	Total Incl GST
			1

Totals