

FINANCIAL STATEMENTS QUESTIONNAIRE – 31 MARCH 2020 BUSINESS

CLIENT NAME:

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|-----------|--|----------|----|
| 1. | <p>Accounts Receivable Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A (attached).</p> | Yes | No |
| 2. | <p>Accounts Payable Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Form B (attached).</p> | Yes | No |
| 3. | <p>Stock On Hand Please provide the value of your stock on hand at your balance date (GST exclusive). Please include your workings. Stock should be valued at the lower of cost or net realisable value.</p> | \$ _____ | |
| 4. | <p>Transaction Records</p> <p>Bank Statements</p> <ul style="list-style-type: none"> • Supply all bank statements (cheque & savings accounts) to cover the financial year. • Supply cheque butts covering the whole financial year. Ensure all cheque butts are correctly notated, with details of whom you paid and the expense, OR <p>Computer Programme</p> <ul style="list-style-type: none"> • If you run your own accounting software please supply backup disk/stick, and/or printouts, e.g. general ledger, trial balance, profit & loss and balance sheet. • Supply last bank statement covering the end of the year, OR <p>Xero / Banklink</p> <ul style="list-style-type: none"> • If you have been a Xero or banklink client for the whole year we will only require the last bank statement to confirm the closing balance at the end of the financial year. | Yes | No |
| 5. | <p>Business Deposits Has all business income been deposited into the business bank account? If not, please provide the date, amount including GST and details of the items not deposited.</p> | Yes | No |
| 6. | <p>Sale / Purchase of Assets Did you sell, purchase or stop using any assets in your business in the past year? If yes, complete Form C (attached).</p> | Yes | No |
| 7. | <p>Loan Statements Supply loan statements or annual summary provided by your bank.</p> | Yes | No |

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| 8. | <p>Loans / Hire Purchases Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at your balance date, statements, summaries and / or documentation of the new agreements or any change in borrowings.</p> <p>Note: For any land and buildings purchased we require a copy of the rate demand or valuation report and the legal settlement statement.</p> | Yes | No |
| 9. | <p>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 purchases, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.</p> | Yes | No |
| 10. | <p>Work In Progress Do you have any work in progress at your balance date? If yes, please state the dollar value. (Work in progress (cost price excluding GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then it should be included in your creditors listing.)</p> | Yes | No |
| | | \$_____ | |
| 11. | <p>Cash On Hand Please provide the GST inclusive figure of unbanked takings, petty cash and till float at your balance date.</p> | \$_____ | |
| 12. | <p>Non Business Deposits Were there any deposits paid into your business bank account that were not business income? Please ensure that these are clearly identified.</p> | Yes | No |
| 13. | <p>Business Expenses Paid Privately Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount including GST, and details of the items.</p> | Yes | No |
| 14. | <p>Goods for your Own Use Did you use any business goods or products for private use? If yes, please supply details.</p> | Yes | No |
| 15. | <p>Interest Received Supply your Resident Withholding Tax (RWT) and Non Resident Withholding Tax (NRWT) Certificates</p> | Yes | No |

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| 16. | Contingent Liabilities Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute? If yes, please provide details of these. | Yes | No |
| 17. | Capital Commitments Did you enter into any agreements or contracts prior to your balance date that commit your business to significant capital expenditure? If yes, please provide details of these. | Yes | No |
| 18. | ACC Number Please provide your ACC Number: _____ | | |

| Motor Vehicles | Home Office Expenses |
|--|---|
| The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ % Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ % <i>Have you updated your logbook in the last three years?</i> <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: _____ _____ | If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Business Area: _____ M2 Total Area: _____ M2 Power \$ _____ Insurance (Building & Contents) \$ _____ Interest (House Mortgage) \$ _____ Rates \$ _____ Repairs & Maintenance \$ _____ Other \$ _____ Total \$ _____ |

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| 19. | Tax Refund Please advise bank account number for tax refund to be paid into (if applicable) | | |
| 20. | Financial Statements We will be emailing all Financial Statements and Tax returns this year. Do you require a bound copy of the financial statements? | Yes | No |

2020 Quote

Once we receive your financial records, we will review these and send out a quote for completing your 2020 Financial Statements and Tax Returns.

Authorisation – Name:

I/We hereby instruct Coombe Smith to prepare my / our Financial Statements and Taxation Returns for the year / period ending 31 March 2020. 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 insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We also authorise Coombe Smith to act as our agent for ACC levy purposes. This authorisation allows you to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services – (if required).

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 carry out the above assignments.

Signed _____ Signed _____

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you are yet to receive payment for. These are not to be included in Work In Progress.

If you have your own Debtors Ledger you do not have to complete this sheet. Instead please attach a copy of your Debtors Ledger.

ACCOUNTS RECEIVABLE (Debtors)

| Name | Details | Ledger Code | GST Exclusive Amount | GST | GST Inclusive Amount |
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| TOTAL ACCOUNTS RECEIVABLE | | | \$ | \$ | \$ |

FORM B

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg you purchase \$100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, eg. purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

ACCOUNTS PAYABLE (Creditors)

| Name | Details | Ledger Code | GST Exclusive Amount | GST | GST Inclusive Amount |
|-------------------------------|----------------|--------------------|-----------------------------|------------|-----------------------------|
| Inland Revenue | PAYE | 475 | | | |
| Vodafone | Telephone | 464 | | | |
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| TOTAL ACCOUNTS PAYABLE | | | \$ | \$ | \$ |

