

Financial Statements Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name	A Trail Limited	Phone:	09 2386332
Balance Date	31 March 2012	Fax:	
		Email:	a.trailextra.co.nz

To: Craig Periam Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period as stated above. 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 Craig Periam Limited has the right to charge interest on overdue accounts at the rate of 2.5% 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 Craig Periam Limited. I/We accept that any collection costs incurred by Craig Periam Limited 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.

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.

Signature A Trail

Date 16/4/12

Convenient time to call you is:	Evenings
Alternative phone numbers are:	
When do you want your accounts completed by?	1/7/2012
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Tick One)
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

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Records Required	✓	Comment
Cash on Hand		
*Cash on Hand \$ <u>453.00</u> Date banked <u>1/4/12</u>	<input type="checkbox"/>	
Petty Cash \$ _____	<input type="checkbox"/>	
Till Floats/Cash Floats \$ <u>100.00</u>	<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.	<input type="checkbox"/>	Valued at lower of: <ul style="list-style-type: none"> ▪ cost <input checked="" type="checkbox"/> ▪ net realisable value <input type="checkbox"/> ▪ market value <input type="checkbox"/>
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"/>	\$ <u>8715.25</u> GST Included <input type="checkbox"/> Excluded <input checked="" type="checkbox"/>
Work in Progress Include material costs, labour costs and overhead costs.	<input type="checkbox"/>	\$ <u>NA</u> GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Prepayments received	<input type="checkbox"/>	\$ <u>NA</u> 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:	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Hire Purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices 	<input type="checkbox"/>	
We suggest you review last year's Fixed Asset Schedule and indicate any assets that no longer exist.	<input type="checkbox"/>	<u>Hire Purchase on new Ford Transit ACE 416</u> <u>Sold Truck</u>
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>NA</u>
If No, list amounts not banked and when they were lodged:		
_____		Personal \$ _____
_____		Business \$ _____
_____		Other bank accounts \$ _____
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 checked="" type="checkbox"/>	

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Business Expenses																									
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> ▪ Insurance premiums <input checked="" type="checkbox"/> ▪ Legal fees <input checked="" type="checkbox"/> ▪ ACC payments and arrangements <input checked="" type="checkbox"/> 																									
Records Required																									
Private Use																									
<p>Value of goods taken for private use at their cost price. <input type="checkbox"/></p>	<p>\$ <u>NIA</u></p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>																								
Expenses paid in Cash or from Personal Funds																									
<p>Please provide a list if applicable. <input type="checkbox"/></p>																									
Motor Vehicles	Home Office Expenses																								
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: <u>Ford Transit</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Business</td> <td style="width: 15%; border-bottom: 1px solid black;">_____</td> <td style="width: 15%;">km</td> <td style="width: 15%;"></td> </tr> <tr> <td>Total</td> <td style="border-bottom: 1px solid black;">_____</td> <td>km</td> <td></td> </tr> <tr> <td>Percentage Business</td> <td style="border-bottom: 1px solid black;"><u>100</u></td> <td>%</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%; border-bottom: 1px solid black;">_____</td> <td style="width: 15%;">km</td> <td style="width: 15%;"></td> </tr> <tr> <td>Total</td> <td style="border-bottom: 1px solid black;">_____</td> <td>km</td> <td></td> </tr> <tr> <td>Percentage Business</td> <td style="border-bottom: 1px solid black;">_____</td> <td>%</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		Percentage Business	<u>100</u>	%		Business	_____	km		Total	_____	km		Percentage Business	_____	%		<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: <u>15</u> m²</p> <p>Total Area: <u>125</u> m²</p> <p>Power: \$ <u>1800.00</u></p> <p>Insurance (Building & Contents): \$ <u>875.25</u></p> <p>Interest (House Mortgage): \$ <u>8430.00</u></p> <p>Rates: \$ <u>1875.15</u></p> <p>Repairs & Maintenance: \$ <u>500.00</u></p> <p>Other: \$ _____</p> <p>Total: \$ <u>13,480.40</u></p> <p>Cost of House and Section: \$ _____</p> <p>Cost of Section: \$ _____</p> <p>Construction materials: (timber, brick, etc)</p> <p>_____</p>
Business	_____	km																							
Total	_____	km																							
Percentage Business	<u>100</u>	%																							
Business	_____	km																							
Total	_____	km																							
Percentage Business	_____	%																							

Thank you for completing this questionnaire

Don't forget to sign it

