

Financial Year 1st April 2010 to 31st March 2011

IT IS REALLY IMPORTANT THAT YOU READ AND SIGN THIS DOCUMENT. To enable us to prepare your annual financial statements the following information is required. Please complete all sections of the Questionnaire and provide all the information requested. Your assistance in presenting your papers in an orderly and complete manner will enable us to provide a better and **more cost effective service** to you. If you need assistance with any of the questions please do not hesitate to contact our office. ***Failure to complete and sign this return will result in your work not being able to be commenced until it has been signed***

Please answer every space provided beside each item with a ✓ to indicate that the information has been provided, **Yes/No** or **N/A** to indicate that the information is not applicable to you.

Bank Statements/ Cheque Butts

- Provide all bank statements/cheque butts for all accounts you operated during the financial year preferably to one bank statement past your balance date. Ensure cheque butts show:
 - To whom the cheque was paid to, what the payment was for and the amount the cheque was
 - Highlight any income or payments of an unusual nature

Mortgages / Business Loans

- Provide all statements for any mortgages or term loans for the entire financial year. If you have no statements please obtain details of interest paid and closing balance at balance date

Income/Deposits

- Provide all deposit books
- Mark clearly and describe any receipt items other than income, (e.g. private funds, transfers, sale of assets, loans raised).
- Have all business related receipts been banked?

Cash Payments

- Provide a **detailed list** of all payments paid with cash (i.e. personal, till etc) and list them

Invoices and Statements

- Provide all invoices and statements for all payments and receipts for the financial year

Accounts Payable

- Provide a detailed list of all creditors as at the balance date (accounts owing by you) including details of the name of the supplier and what the payment was for - your list should include GST

Accounts Receivable

- Provide a detailed list of all debtors at balance date (accounts owed to you) including details of the name of the debtor and what the money is owed for.
 - Please state whether GST inclusive / exclusive
 - Please clearly mark any bad or doubtful debts

Stock on Hand/Work in Progress

- Stock on Hand (lesser of cost or market value)\$ _____excl / incl. GST
- Work in Progress (at cost) \$ _____excl / incl. GST

Stock should be counted and valued at balance date and adequate records need to be retained to substantiate these figures

Livestock

- Please complete the attached schedule if applicable.

Assets Sold/Purchased

- Provide date, descriptions and price of all assets (land, buildings, vehicles, plant, etc) bought or sold during the financial year.

Date	Description	Sold (S) or Purchased (P)	\$	GST (if any)

- Provide a list of full details on **any trade-ins**.
- Attach copies of any hire purchase or lease agreements entered into.
- Attach copies of any solicitor’s statements or documentation re sales or purchases.

New Buildings or Alterations to Existing Buildings during the Year

- Description of building or alteration and amounts – please attach information.

GST

- Attach copies of all GST returns for the financial **year and workings** (if we did not prepare your GST returns)

Wages

- Attach documentation of all wages paid for the financial year (actual wage book or copies)

Private Motoring

- What proportion of vehicle running is: Business _____ Private _____
 (**Note:** Business claim is limited to 25% if no log book is kept. Log book included and your log book needs to be less than three years old.)

Goods For Own Use

- What was the total value of goods taken for private use without payment during the year?

\$ _____ excl. / incl. GST

Cash For Own Use

- How much cash was taken for personal use from the till/sales? \$ _____ excl / incl GST

Telephone

- Are private and business toll calls shown separately on your cheque butts, Please highlight Business Toll calls on your Telecom statement

Power

- Are domestic and business power separated on your cheque butts? What is your **home office area percentage** of your home (if applicable)

Certificates

- Interest
- Dividends
- Other (commission, overseas income, income from accounts prepared by other accountants)

Donations

- Attach receipts for all donations

Childcare

- Attach receipts for all childcare

Foreign Investments Funds

- Attach Statements for any investments you hold in Overseas Currency or Countries please

Client Details

	Partner 1	Partner 2	Company
Name			
Partnership Name			
IRD Number			
Address			
Phone Number	Home: Work: Fax: Mobile:	Home: Work: Fax: Mobile:	Home: Work: Fax: Mobile:
Email Address			

TERMS OF ENGAGEMENT

This "Letter of Engagement" is to confirm the basis upon which we will provide you with Business Management Consultancy & Services. You are our client and we value your custom. Our policy is to provide you with the best in business management, best for service, and best for value. Each of our professionals has had many years of experience in their fields of expertise. Our core value is to be efficient, effective and economic with friendly professional employees, recognizing our customer's loyalty and bringing an accountancy service to all people.

Terms:

When we provide you with a due date, we always attempt to meet that date unless notice is given that we cannot. However, we promise that all 'Year End' work will be completed within eight weeks of obtaining all information necessary to carry out the task accurately. We will always contact you directly regarding any enquiries, except when you have given us authority to make enquiries elsewhere on your behalf. We always maintain full confidentiality.

Debtors Policy:

We require fees to be paid before we file your tax return or call us to make a payment arrangement. An **overdue fee of \$25.00 plus GST will be charged per month for every month the account is more than 30 days overdue.** If for any reason the account cannot be paid, please contact us **immediately.** We carry out your work in good faith and fees, which are more than two months overdue, will be placed on the "Stop Work" list until all outstanding fees are paid. We send Statements out monthly when fees are Overdue.

Service:

Our team comprises of professionals who charge out rates for any extra advice beyond reasonably expected. This may involve meetings either in the office or at your site. Our Professional Accountant Rate is \$150+GST per hour for any meeting plus travel if applicable.

AUTHORISATION

Under the Terms of the Privacy act, I _____ give Ezebiztax Limited authority to act as my agent with Inland Revenue, ACC and any other relevant lending institution, bank or firm for the purpose of preparing, filing and signing my **GST and Income Tax** returns on my behalf.

Ezebiztax Limited undertakes to respect the confidentiality of client information and will not disclose any matter to other parties that is not directly related to relevant tax returns.

Signed: _____ Date: _____

Signed: _____ Date: _____

TERMS

I accept responsibility for the accuracy and completeness of the information supplied below which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

Signed: _____ Date: _____

Signed: _____ Date: _____

PLEASE CHECK ONCE AGAIN THAT YOU HAVE ANSWERED ALL QUESTIONS APPLICABLE TO YOU AND THAT YOU HAVE SUPPLIED THE SUPPORTING INFORMATION AND DOCUMENTS REQUIRED

Ways to Keep Your Accountancy Fees Down:

Good Data and information help you in your business, keep fees down and make you life a lot easier if Inland Revenue Department decides to audit you.

- Use a separate bank account for your business
- File invoices and accounts in cheque number order. File your invoices in monthly order – not by supplier
- If you use a Visa account, attach invoices and documents to each statement
- List cash payments on a separate list (and provide the cash receipt in a separate envelope)
- Ask about Banklink, MYOB Live Accounts and Xero.

Trusts/Companies/Partnerships:

What structure to use? We'll give you information and advice to help you decide which will be better for your business.



Business Enhancement Team

When you are so involved with the day-to-day running of your business, it's hard to find the time to sit down and review how well your business is doing. While business owners are very capable at their own trade, sadly many fundamental financial concepts are not given the necessary attention, which can ultimately lead to business failure, missed opportunities and/or large debts.

Wouldn't it be great to know the impact of every business decision before you make it? We are part of a selective group of New Zealand accountants who use a powerful software tool enabling them to guide and maximise their clients success. Many NZ businesses are already realising the benefits of this value added service.

You can either sit down with us for a one and a half hour consultation (at our place or yours), where we can analyse where your business is and suggest Goals on ways to make it better, If you receive a free health check back in your accounts, then you have been selected as one of our ideal clients to gain the benefit from this service. The cost of this one-off service is \$500+GST. (if you book and pay before 30th June 2011), \$590+GST thereafter. You will also receive a full diagnostic report about your business.

Or for a fee from as little as \$300+GST per month you can take advantage of this service regularly, we will do your GST returns, Annual Accounts and give you 6 meetings a year to discuss, where you are going with your business and how to improve your financial results to achieve your Goals, you won't be disappointed with this service, The Team will analyse and forecast your results based on your goals, and suggest ways to make your business fly!