

Financial Statements Questionnaire – 31 March 2026

Please ensure this questionnaire is completed and included with your records

Client Name		Phone	
		Mobile	
Balance Date		Email	
		IRD number	

To: Bella Consultants Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2026. 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 in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. 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 for completion of the above assignments.

Financial Statements prepared by you will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

You are to represent me/us as my/our tax agent. Authority is given to obtain information from the Inland Revenue about all tax types (except NCP or CPR) until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

I/We also accept that Bella Consultants Limited has 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 20th of the month following invoice date. The charging of such interest will be at the discretion of Bella Consultants Limited. I/We accept that any collection costs incurred by Bella Consultants Limited will be fully recoverable from me/us.

Privacy Act 1993

1.1 The Directors/Partners and the guarantor/s (if separate to directors/partners) authorise Bella Consultants Limited to:

- collect, retain and use any information about the directors/partners and/or guarantors, for the purpose of assessing the directors/partners and/or guarantors creditworthiness; and
- disclose information about the directors/partners and/or guarantors, whether collected by Bella Consultants Limited from the directors/partners and/or guarantors directly or obtained by Bella Consultants Limited from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by the directors/partners and/or guarantors.

1.2 Where the directors/partners and/or the guarantors are an individual the authorities under clause 17.1 are authorities or consents for the purposes of the Privacy Act 1993.

1.3 The directors/partners and/or the guarantors shall have the right to request Bella Consultants Limited for a copy of the information about the directors/partners and/or guarantors retained by Bella Consultants Limited and the right to request Bella Consultants Limited to correct any incorrect information about the directors/partners and/or guarantors held by Bella Consultants Limited.

Personal Guarantee

Where the name of a guarantor is completed at the foot of this agreement, then that person personally guarantees full payment of any amounts due to us in terms of this agreement.

Signature _____

Date _____

Name / Guarantor _____

Convenient time to call you?	
Alternative phone number(s) are?	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Bank account details for tax refunds*

Account name: _____

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Bank			Branch						Account								Suffix

Records Required:	<input checked="" type="checkbox"/>	Comment:
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	

Final Bank Statement*		
Supply a copy of your bank statement including any <u>savings, call or term deposit</u> account dated 31 March 2026 or spanning this date.	<input type="checkbox"/>	

Loan Statements*		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	

Interest and Dividend Certificates		
Whilst the IRD hold a certain amount of dividend information, we cannot confirm that this information is complete or accurate.	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<i>Please complete attached sheets</i>

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, 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.	<input type="checkbox"/>	<i>Please complete attached sheets</i>

Cash on Hand		
*Cash on Hand \$ _____ Date banked ___/___/_____	<input type="checkbox"/>	
Petty Cash \$ _____	<input type="checkbox"/>	
Till/Cash Floats \$ _____	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)		

Records Required:**Motor Vehicles**

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: (for individuals/partnerships)

Vehicle Description: _____

Petrol Diesel Hybrid PHEV Full Electric

Business _____ km

Total _____ km

% Business _____ %

• 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.

• Companies only - Please indicate the number of days the company vehicle was unavailable for private use (e.g. in workshop overnight, you were out of town without vehicle, or you were out of town on business overnight).

Home Office Expenses*

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

• Average hours spent working from home per week on all business related matters _____

• Rent \$ _____

• Power \$ _____

• Insurance (Building & Contents) \$ _____

• Interest (House Mortgage) \$ _____

• Rates \$ _____

• Repairs & Maintenance \$ _____

• Other (e.g. home phone rental) \$ _____

Total \$ _____

If you have an office specifically set aside and would prefer to use the IRD standard rate, please provide the square meterage of the office: _____

Thank you for completing this questionnaire

It is essential we receive all the above information to prepare the 2026 financial accounts

Don't forget to sign it

