

Financial Statements Questionnaire – 31 March 2022



Please ensure this questionnaire is completed and included with your records

Client Name		Phone	
		Fax	
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 2022. 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:
- a) 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
 - b) 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"/>
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: <hr/> <hr/> <hr/> <hr/>	

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"/>
Bank	Branch		Account										Suffix	

Records Required:	✓	Comment:
Bank Statements, Cash books, etc		
Where no Cashbook is supplied, please provide and include one month past balance date: <ul style="list-style-type: none"> • Bank statements including any savings account or term deposit. • Receipt books. Make sure any items not for business sales are clearly marked. • Suppliers' invoices, printed in date order 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where you supply a written Cashbook , please provide and include one month past balance date: <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly. • Bank statements including any savings account or term deposit. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where you supply a computerised Cashbook , please provide: <ul style="list-style-type: none"> • Backup disk as at the end of financial year or email files to us. • Copy of Bank Reconciliation as at balance date for all bank accounts. • Final Bank Statement for year for all bank accounts. • Transaction Listing for Accounts Payable and Accounts Receivable as at balance date. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Employer – Wages paid to Employees		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD <u>OR</u> Send copies of your Employer Monthly Deduction Schedules (IR 348)	<input type="checkbox"/> <input type="checkbox"/>	
Did you receive any COVID-19 support payments? If so, could you please give us the amount and date received.	<input type="checkbox"/>	
Did you receive any COVID-19 wage subsidies? If so, could you please give us the amount and date received.	<input type="checkbox"/>	
Did you receive the Resurgence payment? If so, could you please give us the amount and date received.	<input type="checkbox"/>	
Did you receive any other wage assistance from the Government? If so, could you please give us the type of assistance, the amount and the date received.	<input type="checkbox"/>	

Records Required:	✓	Comment:
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/>		Personal \$ _____
If No, list amounts not banked and when they were lodged: _____ _____		Business \$ _____
		Others \$ _____
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 type="checkbox"/>	
If you received the Small Business Loan please include the document from the Inland Revenue.	<input type="checkbox"/>	
Private Use		
Value of goods taken for private use at their cost price.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	<input type="checkbox"/>	
Motor Vehicles	Home Office Expenses	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: (for individuals/partnerships)	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:	
Vehicle Description: _____	• Average hours spent working from home per week on all business related matters _____	
Business _____ km	• Rent \$ _____	
Total _____ km	• Power \$ _____	
% Business _____ %	• Insurance (Building & Contents) \$ _____	
Vehicle Description: _____	• Interest (House Mortgage) \$ _____	
Business _____ km	• Rates \$ _____	
Total _____ km	• Repairs & Maintenance \$ _____	
% Business _____ %	• Other (e.g. home phone rental) \$ _____	
• 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.	Total \$ _____	
• If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____ _____	_____ _____	

**Thank you for completing this questionnaire
It is essential we receive all the above information to prepare the 2022 financial accounts
Don't forget to sign it**

