

# 31 MARCH 2011

## COMPUTER ACCOUNTS QUESTIONNAIRE

Client Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Please answer ALL questions. Where lists of information are required use back of the form or attach a separate schedule. If you require any assistance, please give us a call.*

1. Complete steps 1 to 10 before processing any information for April 2011.	
2. TRIAL BALANCE – Please provide a copy.	
3. <b>BANK ACCOUNTS:</b> Complete the bank reconciliation for each active bank account and print and send copies.	
4. <b>BANK STATEMENTS:</b> Include a photocopy of statement dated 31 March 2011 and April 2011 bank statements.	
5. <b>GST:</b> Copies of worksheets and returns for full year.	
6. <b>INVENTORY:</b> The total value of your stock for sale at 31 March 2011. EXCLUDE GST. You must <b>provide a list</b> of the stock items, the quantity you have and the cost. If the item is now worth less than it cost you please indicate this.	
7. <b>ACCOUNTS RECEIVABLE:</b> Please print a Debtors Aged Trial Balance as at 31 March 2011 after ensuring all invoices and receipts for <b>MARCH</b> have been entered. <b>DO NOT ENTER APRIL TRANSACTIONS UNTIL THIS REPORT IS PRINTED.</b>  Ensure any <b>Bad Debts</b> have been removed from the list before you send it to us.  This total should agree to the Trial Balance in 2 above.	
8. <b>ACCOUNTS PAYABLE:</b> Please print a Creditors Aged Trial Balance as at 31 March 2011. Note that you will probably continue to receive creditors' invoices for March until about the 12 <sup>th</sup> or 13 <sup>th</sup> April. <b>DO NOT ENTER ANY APRIL INVOICES OR PAYMENTS UNTIL THIS REPORT IS PRINTED.</b>  This total should agree to the Trial Balance in 2 above.  If not on computer provide a list of any goods or services you bought in March 2011 or earlier, but did not pay for until April 2011 or later (e.g. your March power bill paid in April). Include March PAYE. If preparing manual list include Name, what it was for and amount including GST.	
9. <b>MYOB USERS</b>  Please provide data either on disk or via email as soon as all entries for the year are completed. Prepare data for sending by going to File and selecting Accountant Link and then Send to Accountant. Please ensure on the next screen you highlight all the months of the year not just March.  Take a backup before starting the next year transactions.	Disk Email
10. <b>NON MYOB USERS –</b> Please provide a <b>full printout</b> of your General Ledger for every code covering the whole year and make certain you have a backup before proceeding with April 2011.	
11. <b>WAGE RECORDS:</b> Please supply a copy of your annual wages summary by person and copies of PAYE Statements (IR345) sent to IRD.	

<p><b>12. FBT:</b> Copies of worksheets and returns.</p>	
<p><b>13. VEHICLE LOG BOOK:</b> Please provide copy of the latest log book available. You must produce one for 3 months every 3 years.</p>	
<p><b>14. LOAN DETAILS:</b> Details of any money borrowed from 1/4/10 to 31/3/11 and copies of loan balances statements at 31 March 2011.</p>	
<p><b>15. FINANCE COMPANY BORROWINGS:</b> Copies of any new Hire Purchase and Loan agreements.</p>	
<p><b>16. WAS ALL INCOME:</b> (including cash) banked to your business account. YES/NO If no, please advise details.</p>	
<p><b>17. PETTY CASH:</b> Details of petty cash expenses from 1/4/10 to 31/3/11.</p>	
<p><b>18. REPAIRS &amp; MAINTENANCE:</b> Details of significant repairs and maintenance, alterations and modifications.</p>	
<p><b>19. LEGAL FEES:</b> Copies of all solicitors statements.</p>	
<p><b>20. ENTERTAINMENT:</b> You can only claim 50% of most entertainment expenses. However, there are exceptions and exemptions. List all entertainment and give a brief explanation of each.</p>	
<p><b>21. HOME OFFICE EXPENSES:</b> If part of your home is used for business purposes, please provide the following details. This includes a home office, workshop or storage area. Please provide details of the purchase price of the property and a copy of the rates demand if this is the first year you have made a home office claim.</p> <p><b>Total Paid for the Year including GST:</b></p> <p>Building Insurance \$ ..... Power &amp; Gas \$ .....</p> <p>Rates \$ ..... Repairs \$ .....</p> <p>Mortgage Interest \$ .....</p> <p>Area of home for office ..... sq m</p> <p>Total of area of home ..... sq m .....%</p>	
<p><b>22. GOODS FOR OWN USE:</b> Please advise value of goods taken from business for own use, without payment from personal funds. At cost price (excluding GST) \$.....</p>	

**23. FIXED ASSET CHANGES:** Details of cost, selling price and trade-in value of plant, vehicles, property etc bought, sold or traded in from 1/4/09 to 31/3/10. Items over \$500 must be classified as assets or items on a single invoice totalling \$500 or more.

**Include copies of any invoices for new assets.**

**PURCHASED**

Date	New (N) Used (U)	Description	Price Including GST	Asset Traded (if any)	Value Incl. GST
.....	( )	.....	\$.....	.....	\$.....
.....	( )	.....	\$.....	.....	\$.....
.....	( )	.....	\$.....	.....	\$.....
.....	( )	.....	\$.....	.....	\$.....
.....	( )	.....	\$.....	.....	\$.....

**SOLD (excluding trade-ins included above)**

Date	Description	Price Including GST	Tick if Scrapped
.....	.....	\$.....	.....
.....	.....	\$.....	.....
.....	.....	\$.....	.....

**24. DIVIDENDS:** If you have shares in Public Companies we will need copies of originals of every piece of paper they send you, e.g. dividend advice slips, shares in lieu of dividend, bonus issues, cash issues, takeover advice etc.

**25. HAS THERE BEEN** any significant change to your business during the past year?

YES/NO

If yes, please provide details.

**26. CONTINGENT LIABILITIES/COMMITMENTS:**

- Are there any contingent liabilities, lawsuits, guarantees?
- Any commitments for capital expenditure at or since balance date?
- Any commitment under a lease for plant or vehicles?

YES/NO

If yes, please provide details.

**27. LOSS ATTRIBUTING QUALIFYING COMPANY:** Has there been any change of shareholding during the past year? If the company shares are owned by a Trust, have any of the Trustees changed or have any beneficiaries reached age 20.

YES/NO

If yes, please provide details

**28. TERMS OF ENGAGEMENT:** Please read and select which type or service your require before signing the enclosed "Terms of Engagement".

**TERMS OF ENGAGEMENT**

I understand the Annual Report will be prepared in accordance with generally accepted accounting practice and will be either a General or Special Purpose Report.

I accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of the Annual Report. 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 the information, and therefore you are unable to provide assurance on the financial statements. I understand your work cannot be relied on to detect error, internal control weaknesses or 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 a third party. The financial statements will be prepared in accordance with generally accepted accounting practice in New Zealand.

I acknowledge that invoices issued by you are payable by the 20<sup>th</sup> of the month following the date of invoice unless a special arrangement has been made with you. I agree to accept liability for your fees arising from those services we have asked you to undertake. I also agree that if for any reason my account remains unpaid at the time of a tax refund being obtained you have authority to deduct any amounts still owing to you for completion of my accounts before forwarding the balance.

I also acknowledge that it is my responsibility to ensure that all tax is paid by due date and if not that I am responsible for any penalties that may be incurred. I am aware that you will endeavour to remind me of any tax payable before the due date.

I also give you full authority to contact my Bank, the Inland Revenue Department, and other persons, for the purposes of obtaining information necessary to complete my returns of income and financial statements. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I give my full authority for this statement to be used as written confirmation of our agreement to your obtaining information from the Bank, the Inland Revenue Department, and any other persons for the above-mentioned purposes.

I also acknowledge that you, as a professional accounting practice, are subject to a practice review by the New Zealand Institute of Chartered Accountants. This requires that, from time to time, internal auditors within the Institute will review your files to ensure the quality of the work performed is up to the standard required. I give my full authority to allow these internal auditors access to my files on the understanding that this procedure is to review your performance only and not our affairs. I further understand that no copies of our records will be taken.

Signed

..... Date .....

on behalf of

.....  
Client Name