PO Box 349
BLENHEIM 7240

Telephone (03) 578 0180

Commercial Questionnaire

Ensure this questionnaire is completed and included with your records

Balance Date ___ / ____ / 2018

Name ……………………………………………….
(please print)

Client Phone:	
Client Cellphone:	
Client Email:	
Do we have your current details?	

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns. 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 WK Advisors and Accountants 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 WK Advisors and Accountants Limited. I/We accept that any collection costs incurred by WK Advisors and Accountants 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, including IRD, ACC, 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.

Signature ____ **Date** ________________________

Would you like us to supply a copy to your bank?	**Yes** ☐ **No** ☐ **(Tick One)**
Convenient time to call you is:	
When do you want your accounts completed by?	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: ______________________________ ______________________________	
Please ensure Question 1 (next page) – *"Income Not Through the Business Bank Account"* is completed	
In case you are due a tax refund, please advise details of which bank account, you wish any refund to be direct credited.	Bank Account No: ________________________

Information Required	✓	Comment
1 Income Not Through the Business Bank Account ***(must be completed)***		
• **Were all sales banked** into your business trading bank account? Yes No If No, please provide details of amounts not banked and when they were lodged. • **Any proceeds received in cash but not paid into your bank account**?	☐ ☐	$ ________________ $ ________________
2 Expenses paid in Cash or from Personal Funds		
Please provide a list if applicable.	☐	
3 Bank Statements, Cheque butts, Cash books, etc		
Where you use a **software package**, please provide: ▪ Backup disk as at the end of financial year or email files to us. (Not required if on Xero.) ▪ Final Bank Statement for year for all bank accounts, including loans, plus bank statements for one month after balance date. ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date. ▪ If you don't use a Software Package please provide all records.	☐ ☐ ☐ ☐	
4 Home Office		
Do you have a separate room at home which is used primarily as a business office?	☐	
5 Interest and Dividend Certificates		
Supply copies of certificates.	☐	
6 Accounts Receivable (Debtors) (GST Inclusive)		
All accounts or amounts owing to you at balance date should be scheduled. **<u>Exclude</u>** any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	☐	Total at Balance Date: $ ________________
7 Accounts Payable (Creditors) (GST inclusive)		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Holiday pay or bonuses paid within 63 days of your balance date may be included.	☐	Total at Balance Date: $ ________________
8 Cash on Hand		
Please provide detail of Cash on Hand and any Petty Cash/Till Float		$ ________________
9 Stock on Hand / WIP (GST Exclusive) (Not required if under $10,000)		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. **Work in Progress** Include material costs, labour costs and overhead costs.	☐	Valued at lower of: ▪ cost ☐ ▪ net realisable value ☐ ▪ market value ☐ $________________ $________________
10 Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Please review last year's Asset and Depreciation Schedule and indicate any assets that no longer exist.	☐ ☐	
11 Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year.	☐	
12 Private Use (GST Inclusive)		
Value of goods taken for private use at their **cost** price.	☐	**$**____________
13 Motor Vehicles (Sole Trader and Partnerships Only		

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

Vehicle Description: ____________________			**Vehicle Description:** ____________________		
Business	______	km	Business	______	km
Total	______	km	Total	______	km
Percentage basis	______	%	Percentage Basis	______	%

▪ 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.