81 Cashmere Road
PO Box 28-132
Christchurch 8242
Phone: (03) 337 0076
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Website: www.childs.co.nz

Name:	**Balance Date: 31 March 2011**

ANNUAL SMALL BUSINESS / PERSONAL QUESTIONAIRE CHECKLIST 31 MARCH 2011

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality control standards that are required of us as a member of the Institute of Chartered Accountants of New Zealand.

Please complete all sections including the Authorisation and Terms of Engagement below, as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

AUTHORISATION and TERMS OF ENGAGEMENT

I/We hereby instruct Cyril Childs Chartered Accountant Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2011.

I/We accept responsibility for the accuracy and completeness of the information supplied in this checklist, which is to be used in the preparation of my/our Financial Statements. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our Financial Statements. I/we understand that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We also accept responsibility for all other records and information supplied to you in addition to those set out on the pages 1 to 7.

I/We accept responsibility for any failure by me/us to supply all relevant records and information to you.

This document does not limit our existing signed "Engagement Letter for Compilation Engagement".

Pursuant to the Privacy Act 1993 I/we authorise Cyril Childs Chartered Accountant Limited to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Name ____

Client Signature ____

Date __________________

Person to Contact with Queries ____

Phone Number ______________________________

Please initial _______

Name:	**Balance Date: 31 March 2011**

Update of Personal Details

Postal Address ____

Home Address ____

Email Address ____

Home Phone ______________________________ Fax ____________________

Work Phone ______________________________ Mobile ____________________

Name ______________________________ Date of Birth ______________

Name ______________________________ Date of Birth ______________

(Your date of birth is useful as it can help with tax planning and retirement planning issues.)

Bank details for refunds from the IRD:

Bank/Branch: ____

Account number: ____

Personal Section

1)	**Income** Did you receive any income from salaries/ wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	**Yes** ☐	**No** ☐
2)	**Rebate Information** Did you make any donations to Charities or payments for child care for which a rebate can be claimed?	**Yes** ☐	**No** ☐
3)	**Other Income** Did you receive any other income, for example, estates or trusts, overseas or pension? If yes, please file details of this.	**Yes** ☐	**No** ☐
4)	**Interest / Dividend Income** Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statement that have your investment balances at 31 March.	**Yes** ☐	**No** ☐
5)	**Overseas Investments** Did you own shares in any overseas companies? Did you have any <u>Funds</u> invested overseas with Financial Advisers, Portfolio managers or the likes? If <u>yes</u> to either question, please provide full details.	**Yes** ☐	**No** ☐

Please initial _______

Personal Section - Continued

		Yes	No
6)	**Rental Income and Expenditure** Please provide details of the following for each rental property. Use a separate sheet if necessary. **Income:** Total Rent Received $__________________ **Expenses:** Rates $__________________ Insurance $__________________ Repairs and Maintenance (please attach details or invoices) $__________________ Mortgage Interest $__________________ (attach copy of loan summary/statements from bank) Details of any other expense relating to rental property: ____ $__________________ ____ $__________________ Details of visits to inspect property/conduct property business: Date, Details, Kilometres ____ ____ ____	☐	☐
	Property Details Please provide us with the addresses of any rental properties you have. 1. Address:____ 2. Address:____ 3. Address:____	If a property was not rented for a full 12 months, please provide details of why it was vacant.	
7)	**Income Protection Insurance** Did you have Income Protection Insurance? If yes, please attach a copy of the invoice and policy.	**Yes** ☐	**No** ☐
8)	**Family Assistance / Working For Families** Did you receive Family or Child Support during the year? If yes, please provide details, including names and dates of birth of your children and the date that any of them left school below.	**Yes** ☐	**No** ☐

Child's Name	Date of Birth	Date they left school?	IRD #
____________________	___/___/___	___/___/___	#______/______/______
____________________	___/___/___	___/___/___	#______/______/______
____________________	___/___/___	___/___/___	#______/______/______
____________________	___/___/___	___/___/___	#______/______/______

Name:	Balance Date: 31 March 2011

Business Section

1)	**Bank Statements** Please provide us with any relevant bank statements as at 31 March?	**Yes** ☐	**No** ☐
2)	**Accounts Receivable** Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A (page 6).	**Yes** ☐	**No** ☐
3)	**Accounts Payable** Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Form B (page 6).	**Yes** ☐	**No** ☐
4)	**Sale / Purchase of Assets** Did you sell, purchase or stop using any assets in your business in the past year? If yes, complete Form C (page 7).	**Yes** ☐	**No** ☐
5)	**Stock On Hand** (Businesses) Please provide the value of your stock on hand at your balance date (GST exclusive). If your stock is below $5,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts.	$____________	
6)	**Stock On Hand** (Businesses) How is your stock on hand valued? Select lower of: Cost / Selling Price / Replacement Value.	Cost ☐ Selling ☐ Replacement ☐	
7)	**Stock On Hand** (Businesses) Have you written off a substantial amount of stock that will affect your gross profit? You must have physically dumped any stock that you have not valued. If yes, please provide details of this, including value.	**Yes** ☐	**No** ☐
8)	**Loans / Hire Purchases** Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at 31 March, statements, summaries and / or documentation of the new agreements or any change in borrowings.	**Yes** ☐	**No** ☐
9)	**Business Deposits** Has all business income been deposited into the business bank account? If not, please provide the date, amount including GST and details of the items not deposited.	**Yes** ☐	**No** ☐
10)	**Non Business Deposits** Were there any deposits made into your business bank account that were not business income? If yes, please provide the date, amount including GST and details of the items.	**Yes** ☐	**No** ☐
11)	**Business Expenses Paid Privately** Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount including GST and details of the items.	**Yes** ☐	**No** ☐

Please initial _______

Business Section - continued

		Yes	No
12)	**Goods for your Own Use** Did you use any business goods or products for your own use, for example, commercial clients – work products or staff used at home, farming clients – milk, meat or produce? If yes, please supply details.	☐	☐
13)	**Office at Home / Workshop** If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Business Area: ___________ M2 Cost of House & Section $ ____________ Total Area: ___________ M2 Cost of Section $ ____________ Power: $______________ Construction Materials: (timber, brick etc): Insurance (Building & Contents): $______________ _________________________________ Interest (House Mortgage): $______________ Rates: $______________ Repairs & Maintenance: $______________ Other $______________ **Total** $______________		
14)	**Motor Vehicles** (Non companies) Have you updated your log book in the last three years? If yes, please provide the vehicle model, percentage business usage from your log book for each vehicle you use.	Yes ☐	No ☐

Motor Vehicles

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

Vehicle Description: ______________________
Business ______ km
Total ______ km
Percentage Business ______ %

Vehicle Description: ______________________
Business ______ km
Total ______ km
Percentage 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.

- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:
  ____
  ____

Please initial _______

Name:	**Balance Date: 31 March 2011**

FORM A - ACCOUNTS RECEIVABLE (Debtors)

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you are yet to receive payment for. These are not to be included in Work In Progress.

If you have your own Debtors Ledger you do not have to complete this sheet. Instead please attach a copy of your Debtors Ledger.

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
		TOTAL ACCOUNTS RECEIVABLE	**$**	**$**	**$**

FORM B - ACCOUNTS PAYABLE (Creditors)

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg you purchase $100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, eg purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE				
		TOTAL ACCOUNTS PAYABLE	**$**	**$**	**$**

Please initial _______

Name:	**Balance Date: 31 March 2011**

FORM C

Please look at the Asset Schedule of your previous year's set of financial statements and note any assets below that you are no longer using in the business.

ASSETS NO LONGER USED

Asset Code	Asset Decription

Please supply any documentation that was required for the sale or purchase of an asset, eg hire purchase agreements, invoices.

ASSETS PURCHASED

Date	Asset	Cost Price GST Exclusive	New or Used	How Financed

ASSETS SOLD

Date	Asset	Sale Price GST Exclusive