

**Have your details changed? Please let us know**

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

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

**We will be unable to start your job until all the information is provided and this is signed**

## TERMS OF ENGAGEMENT

I/we accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of the financial statements. You are not 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 your work cannot be relied on to detect error and fraud and 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 purpose only and that you will not be liable for any losses, claims or demands by any third person. I/we instruct My Accountant Limited to prepare special purpose statements for me /us except for companies which may not be appropriate for general use.

In terms of the Privacy Act 1993 I/we authorise My Accountant Limited to obtain any information required for the completion of my/our Financial Statements and Taxation Returns and to incur charges for this if necessary. The holder of any such information is authorised to release that information to My Accountant Limited on sighting this form. In addition My Accountant Limited are authorised to supply information on my/our affairs to my/our bank, solicitor or any other party notified to My Accountant Limited by me/us.

**CLIENTS SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## RECORDS & INFORMATION REQUIRED

**YES**

**NO**

### PLEASE PROVIDE US WITH THE FOLLOWING

#### BANK STATEMENTS

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Please note details on bank statements for every transaction including automatic payments for all accounts operated by the business. Detail clearly the nature of all payments and deposits. Personal expenses or drawings should be clearly marked and non-business deposits clearly described. If you are GST registered please note payments NOT subject to GST.

Statements should cover the full period and for at least one month after balance date. Please obtain any missing statements.

Please provide your cheque and deposit books

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Number of Cheque Books \_\_\_\_\_

Number of Deposit Books \_\_\_\_\_

#### AND/OR

#### MANUAL CASHBOOK (NON COMPUTERISED)

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If you use a manual cashbook please provide us with your balanced cashbook and a copy of your final bank statement for the financial year for each bank account you use.

**RECORDS & INFORMATION REQUIRED****YES****NO****MYOB COMPUTERISED ACCOUNTING SYSTEMS** .....☐☐

If you are providing us with a backup of your MYOB Accounting System please provide us with the following information

CD/Disk enclosed      or      Emailed to .....

Please provide the following details of your MYOB accounting programme

Package	.....	Username	.....
Version	.....	Password	.....

**OTHER COMPUTERISED ACCOUNTING SYSTEMS** .....☐☐

If you use a computerised accounting system other than MYOB please provide us with a copy of the following: as at the 31<sup>st</sup> March 2010.

- Trial Balance
- Profit & Loss Statement
- Balance Sheet
- Detailed General Ledger, showing all accounts and transactions
- Bank Reconciliation report for all bank accounts

CD/Disk enclosed      or      Emailed to .....

**CASH ON HAND** .....☐☐

Cash on hand at balance date

Sales up to balance date but not banked	\$	.....	Petty Cash Float	\$	.....
Till Float	\$	.....	Layby Sales	\$	.....

**INCOME DURING THE YEAR NOT BANKED IN BUSINESS ACCOUNT** .....☐☐

Supply a list of payments made from unbanked business income, identifying the nature of the expense e.g. wages, stamps, coffee/tea or personal. Also supply details of business income banked elsewhere.

**MORTGAGES, LOANS & HP AGREEMENTS** .....☐☐

Please provide us with details of mortgage, loans or hire purchase agreements that you have raised or repaid in this financial period

Please provide documents showing

Lender Name	.....	Term	.....
Principal Sum	.....	Commencement Date	.....
Security	.....	Rate of Interest	.....

Attach loan summaries for the year ended the 31<sup>st</sup> March 2010 sent to you by your lender. Please note you can instruct your lender to send these to us directly.

**RECORDS & INFORMATION REQUIRED****YES****NO****ACCOUNTS RECEIVABLE (Sundry Debtors)** .....☐☐

List amounts owing to you at balance date and indicate against any amount that you consider unlikely to receive payment for. Exclude those already written off during the year.

Total at Balance Date                      \$ ..... GST incl / excl (delete one)

**ACCOUNTS PAYABLE (Sundry Creditors)** .....☐☐

Please provide a list of amounts owing by you at balance date giving the name, amount and nature of the amount owing. Alternatively mark on cheque butts or highlight in cashbook or on bank statements those items after balance date which was owed at balance date.

List Attached .....

☐☐**STAFF HOLIDAY PAY & ANNUAL LEAVE** .....☐☐

Please provide details of holiday pay and annual leave payable to all your staff as at the 31<sup>st</sup> March 2010  
Please provide a holiday pay/annual leave report from your payroll system for all staff members

**STOCK ON HAND (please provide figures exclusive of GST)** .....☐☐

At balance date stock should be counted and separate stock sheets should be prepared for stock purchased for resale, stock used in production and stock manufactured. These stock sheets are required to be retained for seven years.

Stock on hand should be valued at 'cost' or 'market selling value'. ('Cost' may be calculated at either 'replacement price' or at 'discounted selling price' by deducting the normal profit margin from the full retail price). If you need any assistance with stock valuation please contact us.

Date of Stock take ..... Value of stock on hand \$ .....

**WORK IN PROGRESS (please provide figures exclusive of GST)** .....☐☐

At balance date work in progress should be counted and valued and schedules should be prepared as for inventories. Work in progress should be valued at cost of materials, direct labour and factory overhead after deducting progress payments. Profit margins should not be included.

Value of Work in Progress                      \$ ..... At 31<sup>st</sup> March 2010

**LEGAL STATEMENTS**

Please attach all legal invoices covering transactions relevant to your business.

List attached .....

☐☐**REPAIRS & MAINTENANCE**☐☐

Please provide details of major repairs and maintenance to business assets during the financial period

List attached .....

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**RECORDS & INFORMATION REQUIRED****YES****NO****SALE AND PURCHASE OF FIXED ASSETS**☐☐

Purchase of fixed assets (items over \$500)

Description	New/Used	Date	Price (including GST)
			\$
			\$
			\$

Sale of fixed assets or items written off (please check the asset schedule in your prior year accounts)

Description	Scrapped/Sold	Date	Price (including GST)

If you have sold or purchased land or buildings please provide copies of the settlement statement from your lawyer

**GST RETURNS (If not prepared by us)**☐☐

Please provide us with copies of your GST returns and workpapers

Have you processed prior year GST adjustments as advised by us

☐☐**FBT RETURNS (if not prepared by us)**☐☐

Please provide us with copies of your FBT Returns and workpapers

**TAX ALLOWANCE FOR WORK DONE AT HOME**☐☐

If you use part of your home for business purposes please provide us with the following information.

What proportion of the total area is used for business?

Office size in metres

Total home area in metres

Complete the following unless all the payments for each expense are on the bank statements or in the cashbook.

Interest paid on private home mortgage \$

Home Insurance \$

Total Rent paid (if home rented) \$

Rates \$

Power \$

Any other home expenses \$

Repairs &amp; Maintenance \$

**RECORDS AND INFORMATION REQUIRED****YES****NO****BUSINESS MOTOR VEHICLES** \_\_\_\_\_☐☐

Advise percentage use of motor vehicles for business matters. This should be calculated from your log book which needs to be operated for a three month period every three years.

Vehicle	_____	%	_____
Vehicle	_____	%	_____

OR supply the following along with your log book

Vehicle	Business Travel	Total Distance Travelled
_____	_____ KM	_____ KM
_____	_____ KM	_____ KM

**BUSINESS EXPENSES PAID FROM PERSONAL FUNDS** \_\_\_\_\_☐☐

Please provide a list of any business expenses that you have paid with personal funds

List attached \_\_\_\_\_ ☐

☐**NEW ZEALAND INVESTMENTS** \_\_\_\_\_☐☐

SAVINGS ACCOUNTS: Please provide the following information

- Bank Statements from the 1<sup>st</sup> April 2009 to the 31<sup>st</sup> March 2010
- RWT Certificate showing gross interest received and RWT paid as at the 31<sup>st</sup> March 2010

TERM INVESTMENTS: Please provide the following information

- Documentation showing term investment balance as at the 31<sup>st</sup> March 2010
- RWT Certificate showing gross interest received and RWT paid as at the 31<sup>st</sup> March 2010

DIVIDENDS: Please provide the following information

- Dividend Certificate showing gross dividend received, imputation credits and/or RWT paid as at the 31<sup>st</sup> March 2010

**FOREIGN INVESTMENT FUNDS** \_\_\_\_\_☐☐

Please provide all documentation relating to foreign investments this includes shares, deposits, super schemes invested in a foreign company

- The original purchase price and number of shares
- The market value of the shares at the 1<sup>st</sup> of April 2009
- The market value of the shares at the 31<sup>st</sup> of March 2010
- Any transactions that have occurred within the financial year (purchases and sales of shares)

Documentation attached \_\_\_\_\_ ☐

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**REFUNDS****YES****NA****BANK ACCOUNT DETAILS**☐☐

Please provide us with your business bank account detail so we can deposit any tax refunds directly you're your bank account

Bank Name

Branch

Account Holder

Account Number

**AUTHORISATION FOR USE OF A TAX REFUND**☐☐

I/we authorise My Accountant Ltd to bank the 2010 tax refund into their trust account and deduct the accountancy fees owing to them.

Please sign

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