

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 AND 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 have a commercial rental property or 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 all cheque books 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 AND 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

- 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 _____

LOANS & HIRE PURCHASES☐☐

Provide details of any new loans or changes in loans in the year (include Lawyers statements, bank loan statements, HP agreements for purchase of chattels, etc).

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? %

Or 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 & Maintenance	\$ _____	Travel	\$ _____

VEHICLE EXPENSES☐☐

Please provide us with a log book showing kilometres travelled for rental property purposes

If you are a company and have a company vehicle please provide details.

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RENTAL PROPERTY INFORMATION:**YES****NO**

If you have more than two rental properties please copy this page

RENTAL PROPERTY 1☐☐**ADDRESS****TOTAL RENT RECEIVED \$**

If the property was not available for the full year please give reason and dates that it was unavailable

RENTAL EXPENSES FOR THE YEAR

Insurance	\$	Repairs and maintenance	\$
Interest on mortgage	\$	Legal fees	\$
Rates	\$	Management Fees	\$
Bank Fees	\$	Other	\$

OUTSTANDING RENT & EXPENSES☐☐

Outstanding Rent \$ Outstanding Expenses \$

Please provide a list of any outstanding rent or expenses

RENTAL PROPERTY 2☐☐**ADDRESS****TOTAL RENT RECEIVED \$**

If the property was not available for the full year please give reason and dates that it was unavailable

RENTAL EXPENSES FOR THE YEAR

Insurance	\$	Repairs and maintenance	\$
Interest on mortgage	\$	Legal fees	\$
Rates	\$	Management Fees	\$
Bank Fees	\$	Other	\$

OUTSTANDING RENT & EXPENSES☐☐

Outstanding Rent Outstanding Expenses \$

Please provide a list of any outstanding rent or expenses

REPAIRS, MAINTENANCE & ASSETS**YES****NO****SALE OR PURCHASE OF RENTAL PROPERTIES**☐☐

Please provide a settlement statement from your Lawyer if you have sold or purchased any rental properties

Settlement statement attached

☐☐**MAJOR RENOVATIONS**☐☐

Please provide details of any major repairs or renovations to any of your rental properties, provide all invoices

DATE	PROPERTY	DETAILS	COST
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

SALE AND PURCHASE OF ASSETS☐☐

Please give details of any items purchased for your rental property over \$500

DATE	PROPERTY	DETAILS	COST
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Please give details of any items relating to your rental property that have been sold or written off

DATE	PROPERTY	DETAILS	COST
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

COMMERCIAL RENTALS**YES****NO****GST RETURNS (if not prepared by us)**☐☐

If you have a commercial rental property please provide us with copies of your GST returns and workpapers

Have you processed prior year GST adjustments as advised by us

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