

Ensure this questionnaire is completed and included with your records

Client Name		Balance Date	31 March 2020
Land Line:		Cell Number	
Email:		IRD Number	
Postal Address:			

Terms of Engagement

Barracough & Associates Limited, Chartered Accountants, are hereby instructed to prepare our Financial Statements and Taxation Returns for the year ended 31 March 2020.

We accept full responsibility for the accuracy and completeness of the information supplied below and any other information, which may be provided. We also accept full responsibility for any failure to supply all relevant records and information to Barracough & Associates Limited and its employees.

We understand that this information is to be used in the preparation of Financial Statements and / or Taxation Returns and that this work cannot be relied upon to detect error or fraud and that Barracough & Associates Limited and its employees accept no liability for the accuracy and completeness of the information supplied by us.

We further understand that the Financial Statements and / or Taxation Returns will be prepared at our request and for our purposes only and that Barracough & Associates Limited and its employees will not be liable for any losses, claims or demands by any third party.

We authorise Barracough & Associates Limited, Chartered Accountants, to communicate with our bankers, solicitors, finance companies and any other person or organisation in order to obtain any information which may be required in order to prepare our Financial Statements and Taxation Returns.

We understand payment of accounts are due on the 20th of the month following invoice unless prior arrangement has been made with Barracough & Associates Limited.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associates.

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
When would you like your accounts completed by?	
Would you like us to supply an electronic copy of the financial statements to your bank?	Name Email
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ _____ _____ _____ _____	

Records Required:	✓	Comment:
Employer – Wages paid to Employees		
Please supply an annual summary from your payroll system showing Gross Wages, Total Taxable and Non Taxable allowances.	<input type="checkbox"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
Final Bank Statement		
- Supply a copy of your bank statement dated 31 March or spanning this date including any savings, call or term deposit accounts	<input type="checkbox"/>	
- Do you have an overdraft – if yes provide as at 31 March 2020	<input type="checkbox"/>	\$ _____ limit ____% interest rate
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
Accounts Payable (Creditors) – see attached Schedule 2		
Cash on Hand		
*Cash on Hand \$ _____ Date banked __/__/__	<input type="checkbox"/>	
Petty Cash \$ _____	<input type="checkbox"/>	
Till Floats/Cash Floats \$ _____	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/>	
Stock on Hand		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.	<input type="checkbox"/>	Valued at lower of: • cost <input type="checkbox"/> • net realisable value <input type="checkbox"/> • market value <input type="checkbox"/>
Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Work in Progress Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____ _____	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Prepayments received	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/>		Personal \$ _____
If No, list amounts not banked and when they were lodged: _____ _____ _____		Other \$ _____

Schedule 1 – Accounts Receivable (Debtors)
 Amounts owing to you at 31 March 2020

«MailingName»

If we don't have access to your accounting system.
 Please provide a list of accounts receivable and payable from your accounting system, or detail below

Name of Debtor	Description of Sale	Code	Total Incl GST
Totals			

Schedule 2 – Accounts Payable (Creditors)
 Amounts owing by you at 31 March 2020

Name of Creditor	Description of Goods	Code	Total Incl GST
Totals			