

# Barracough & Associates Limited

## 2020 Financial Statements Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Balance Date	31 March 2020
Phone:		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 20<sup>th</sup> 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
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
<p>Where you supply <b>computerised records</b>, please consider and provide:</p> <ul style="list-style-type: none"> <li>▪ If you are using online accounting software such as MYOB, Xero, etc please ensure we have user access. <input type="checkbox"/></li> <li>▪ Or if you use accounting software not online please provide backup files saved on a memory stick or emailed to us. <input type="checkbox"/></li> <li>▪ Bank Statement as at 31 March for year for all bank accounts <input type="checkbox"/></li> <li>▪ Aged Balance Reports for Accounts Payable and Accounts Receivable as at balance date <input type="checkbox"/></li> </ul> <p>Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit <input type="checkbox"/></li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit <input type="checkbox"/></li> <li>▪ Receipt books. Make sure any items not for business sales are clearly marked <input type="checkbox"/></li> <li>▪ Suppliers' invoices filed in cheque number order <input type="checkbox"/></li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly <input type="checkbox"/></li> <li>▪ Bank statements including any savings account or term deposit <input type="checkbox"/></li> <li>▪ Cheque &amp; Deposit butts showing the nature of each payment/deposit <input type="checkbox"/></li> </ul> <p>Do you have an overdraft – If yes provide as at 31 March 2020 <input type="checkbox"/></p>		<p>\$ _____ limit _____ % interest rate</p>
<p><b>GST</b> - Please supply copies of Goods &amp; Services Tax (GST) returns and work papers. <input type="checkbox"/></p>		
<b>Employers – Wages paid to Employees</b>		
<p>Please supply an annual summary from your payroll system showing Gross Wages, Total Taxable and Non Taxable allowances. <input type="checkbox"/></p>		
<b>Fringe Benefit Tax (FBT) Returns</b>		
<p>Supply copies of Fringe Benefit Tax (FBT) returns and work papers. <input type="checkbox"/></p>		
<b>Loan Statements</b>		
<p>Supply a copy of any loan transaction statements for the financial year up to your balance date. <input type="checkbox"/></p>		
<b>Interest and Dividend Certificates</b> - Supply copies of certificates.		
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
<b>Transactions Not Through the Business</b>		
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/>          If No, list amounts not banked and when they were lodged:          _____          _____</p>		<p>Personal \$ _____          Other bank accounts \$ _____</p>
<p><b>Private Use</b>          Value of goods taken for private use at their <b>market</b> value. <input type="checkbox"/></p>		<p>\$ _____  <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>
<b>Expenses paid in Cash or from Personal Funds</b>		
<p>Please provide a list if applicable. <input type="checkbox"/></p>		
<b>Cash on Hand</b>		
<p>*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)</p>		
<b>Legal and Loan Documents</b>		
<p>Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. <input type="checkbox"/></p>		



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
<b>Totals</b>			

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

Name of Creditor	Description of Goods	Code	Total Incl GST
<b>Totals</b>			

**Thank you for completing this questionnaire  
 Don't forget to sign this on page 1**