



214 Main Road, Tawa, Wellington.  
456 Richardson Road, Mt Roskill, Auckland  
Phone: 0800 837 000 | Fax: 04 232 3113 | Email: info@tfs.co

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***Time to Measure...***

The end of yet another financial year will soon be upon us and we enclose the Business Accounts Questionnaire for you to complete.

***Records & Information Required For the Preparation of Business Accounts 2021***

**1. BANK STATEMENTS**

Please supply for all bank accounts operated by the business covering the period 1 April 2020 to 31 March 2021 (or equivalent if balance date other than 31 March) plus one month after the balance date.

Please also provide details for:

Debit Items – Details of who and what the cheque was for (e.g. IRD - GST)

Credit Items – Details of any deposits of an unusual nature e.g. Transfer from savings or sale of assets.

If you are unable to do this, please provide your cheque and deposit books which should be fully completed.

**2. GST RETURNS**

Please supply copies of your completed GST Returns and supporting workpapers for the years.

**3. LOANS, HIRE PURCHASE & LEASE CONTRACTS**

Finance papers from Finance Companies and Solicitors in respect of any money borrowed during the year showing the amount borrowed and charges and/or end of year loan summaries.

**4. FINANCIAL STATEMENTS**

Do you wish to discuss your draft financial statements or any related matters before the financial statements and income tax returns are finalized?

Please advise if your financial statements are required urgently.

Expected date of completion:

**5. QUESTIONNAIRE & TERMS OF ENGAGEMENT**

Please ensure that you have completed the questionnaire and signed the Terms of Engagement enclosed.

**6. EMAIL ADDRESS**

If you have an email address, could you please provide us with this \_\_\_\_\_.

***Thank you***

As always, we remain committed to providing you with the highest level of service and helping you achieve your business objectives.

We thank you for your continued support and look forward to seeing you in the near future.

## BALANCE DATE QUESTIONNAIRE

**All figures should be GST inclusive.**

## 1. STOCK ON HAND

- Stock on hand at cost at balance date
- What allowance (if any) has been made for obsolete or slow Moving stock?
- How much of the stock on hand is subject to retention of title clauses?

\$
\$
\$

## 2. WORK IN PROGRESS

Work started but not completed by balance date  
The value of work in progress is

\$

### 3. PARTICULARS OF NEW ASSET PURCHASES

- Enclose copies of invoices
- Enclose copies of Hire Purchase Agreements

[illegible]

#### 4. ASSETS SOLD OR SCRAPPED DURING THE PERIOD

[illegible]

**5. ACCOUNTS PAYABLE (Amounts owing by you at balance date)**  
**Include Cheques not presented at balance date**

Name	Particular	Code Office use	Amount(\$)
e.g			
Vodafone	Telephone		
Spark	Telephone		
Genesis	Power		
Inland Revenue	PAYE		
Inland Revenue	GST		
Accountants Adjustments:			
TOTAL			

**6. ACCOUNTS RECEIVABLE** (Amounts owing to you at balance date)

Please provide a copy of your debtors list as at balance date.  
All bad debts should be written out of debtors ledger prior to balance date.

Total Debtors:

\$

## 7. OUT OF POCKET CASH EXPENSES

Provide details of any business expenses paid from other accounts or in cash

Type of Expenses	Amount (\$)

## 8. CASH ON HAND (Float/Pettycash)

Amount of cash on hand at balance date

\$

## 9. CASH SALES NOT BANKED

Any cash received from customers that was not banked into business bank account

\$

## 10. GOODS TAKEN FOR OWN USE

Details:

	\$
	\$
	\$

## 11. USE OF MOTOR VEHICLE

Was the business vehicle used for private running? Yes No

If yes, please provide Vehicle Log Book or complete the following:

	Vehicle	Vehicle
Total KM's Private running for the year		
Total KM's Private running for the year		

## 12. OFFICE AT HOME

If you use your private dwelling for business purpose please provide:

1. a. Area of room used for business

b. Total area of house

c. Cost of house

d. Copy of Govt. Valuation or Rates Statement

sq.mts
sq.mts
\$

2 A list recording:

- Domestic power

- Rates

- Insurance

- Repairs

- Rent

- Mortgage Interest

\$
\$
\$
\$
\$
\$

13. INVESTMENTS

	Date Purchased	Quality	Cost(\$)
a) Term Deposits			
b) Unit Trusts			
c) Shares			
d) Others			

14. ANY OTHER INFORMATION RELEVANT TO YOUR FINANCIAL STATEMENTS

Declaration

I accept responsibility for the accuracy and completeness of the information supplied in the questionnaire which is to be used in the calculation of my personal income. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in to order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on this information. I undertake your work can not 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.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_