

PROSSER QUIRKE LIMITED

CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

COMMERCIAL QUESTIONNAIRE 2010

Name of Client: _____

Balance Date: _____

MANDATORY - This MUST be completed

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2010. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

Where the firm prepares GST Returns on a regular basis. We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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 other taxation return on behalf of myself/ourselves or any of my/our associated entities.

THE PRIVACY ACT 1993

The Privacy Act prohibits the release of information to third parties without the direct authorisation of the client/customer.

In the course of preparing your Annual Returns and Financial Statements, in some cases we have to consult your banking institution and other entities you have transacted with. The information we seek is necessary to complete your initial instructions.

Please signify your authorisation of this release of information in the space provided below.

Only those details necessary for the completion of your financial information will be sought, no personal transactions will be queried without your direct authorisation.

Client Signature: _____ Date: _____

Has GST been accounted for on Fixed Assets sold or purchased and recoveries on insurance claims?

YES/NO

8. **INVESTMENTS**

Attach details (preferably brokers contracts and dividend slips) of investments purchased and sold, and dividend and interest certificates received from any investments during the year.

Enclosed/None

9. **MORTGAGES AND LOANS**

Attach details of loans or mortgages raised or repaid during the year (preferably including agreements and solicitors statements). Provide loan balances as at Balance Date together with interest paid on those loan(s).

Lender	Balance at Year End	Interest Rate	Repayment Due Date
1.			
2.			
3.			

Have you signed personal guarantees re these loans? If Yes please provide details.

YES/NO

10. Were all takings banked into your business trading bank account?

YES/NO

IF NO, how much was not banked and was any of it spent on deductible expenses? If Yes please provide details.

\$ _____

11. Are family members employed in your business?
IF YES, please provide details

YES/NO

12. Value of goods taken for private use at their cost price excluding GST

\$ _____

Cost, including GST, of personal Goods and Services included in my monthly business payments (if not detailed in cheque butts).

\$ _____

13. The proportion of Motor Vehicle business use as established by business running recorded in my vehicle log book/s is:

(i) Business

_____ Km

(ii) Total

_____ Km

(iii) Business Percentage (Business km divided by Total km)

_____ %

(iv) Have you kept a log book in the last 3 years?

YES/NO

The general nature of my business has/has not (delete one) changed during the past 12 months. A description of changes is attached.

15. FBT records for the year.

16. Statistical Data

Please advise number of full-time equivalent staff

Number of full-time equivalent owners working

17. Just for Companies

Please advise of any interests you, as directors have in any other companies

In relation to this company please advise of any major transactions with shareholders/directors during the year.

Client Personal Information - Please Complete/Mark Appropriate Items

Name of Client _____ Balance Date _____ IRD Number _____

PERSONAL INCOME	IMP CR	TAX PAID	INCOME	EXEMPTIONS
WAGES :				FA (Child Name / Birth Date)
WINZ PENSION:				PARENTAL TAX CREDIT?
INTEREST :				
DIVIDENDS :				
				CLAIMED BY SEPARATE
				REBATE FORM -
OVERSEAS INCOME:				Donations, Childcare/ Housekeeper
				EXPENSES
				Accounting
				ACC/Income Protection
OTHER INCOME:				Other Expenses (Detail separately)
Eg. Rents, Estate or Trust income				

