

**ANNUAL ACCOUNTS
INFORMATION SHEET – 2015**

Please study the attached questionnaire carefully and answer those questions and provide those records which are applicable to your business. This information and the required records are essential for the completion of your accounts and provided they are passed in to this office promptly, your accounts should be processed with minimal delay.

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 my financial statements. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my 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 purposes only and that you will not be liable for any losses, claims or demands by any third person.

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

I/we authorise Peters Doig Limited to act as your agent for ACC levy purposes for all associated entities. This authorisation allows us to query and change information on your ACC levy account(s) through ACC staff and online services. This authority will also allow us discretion to delegate access to your ACC information to other members of our organisation. Other members of our organisation will also be able to query and change information on your ACC levy account.

In terms of the Privacy Act I/we hereby authorise Peters Doig Ltd, to obtain copies of missing statements, details of any blank cheques or deposits and any other information required from my/our bank/stock firm/solicitor etc and I/we hereby authorise the bank/stock firm/solicitor/financial institution etc to provide the required information.

I/we authorise Peters Doig Limited to deduct any outstanding accounting fee directly from any Inland Revenue refund cheque and if further fees are incurred due to debt collection these will be recoverable.

I/we give authority to Peters Doig Limited as tax agent to obtain information on my/our behalf from the Inland Revenue Department via 'Online Services', phone, fax, email and mail for all tax types.

I/we also authorise Peters Doig Limited to forward a copy of my/our financial accounts to our bank on request.

<u>Name</u>	<u>IRD Number</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please complete for entity and all related parties/persons/individuals, please add on separate sheet if required

Information Required

Would you please complete the following questions: If not applicable, please print N/A in the space provided. If there is not enough space on this form, attach a separate sheet.

	Comments/Notes																
<p>Accounts Receivable Amounts owed <u>to you</u> at balance date. Please provide a detailed list on a separate sheet of each amount so that we can analyse the relevant sales.</p>	<p>Owed to you at balance date</p> <p>\$ _____ GST Incl/Excl please circle</p>																
<p>Accounts Payable Amounts owed <u>by you</u> at balance date. Please provide a detailed list on a separate sheet of each amount and expense type so that we can analyse the relevant expenses.</p> <p>OR Supply cheque butts for the following month after balance date marked A/P.</p>	<p>Owed by you at balance date</p> <p>\$ _____ GST Incl/Excl please circle</p>																
<p>Stock on Hand At balance date, at cost.</p> <p>Stock should be valued at the lower of cost or net realisable value. For cost values use the most recent invoiced amounts. If your stock on hand last year was \$5,000 or less, and the closing stock this year won't exceed \$5,000, you do not need to carry out a stock take, but estimate the value.</p>	<p>\$ _____ GST Excl</p>																
<p>Work in Progress At balance date, at cost.</p> <p>i.e. Cost of materials, paid labour etc. less any progress payments received.</p>	<p>\$ _____ GST Excl</p>																
<p>Cash/Cheques on Hand Include till floats and unbanked takings.</p>	<p>\$ _____</p>																
<p>Plant, Vehicles, Buildings or Assets Purchased/Sold Please supply full details of purchases/sales, and include invoices and hire purchase agreements (if any) with your papers.</p> <p>Purchases</p> <table border="1"> <thead> <tr> <th>Full Asset Description</th> <th>Date Purchased</th> <th>Trade-in</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>	Full Asset Description	Date Purchased	Trade-in	Amount	_____	_____	_____	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____	\$ _____	
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<p>Capital Commitments Advise estimated capital commitments due for payment during the next 12 months.</p>																	
<p>Contingent Liabilities Advise if there are contingent liabilities arising from guarantees of third party debt etc.</p>																	
<p>Lease Commitments Advise if there are non-cancellable lease commitment for leases of premises.</p>																	

<p>Related Parties Are there transactions with related parties (other than shareholder's salaries)?</p>	
<p>Number of Employees (EFT Equivalent Full Timers) _____</p>	
<p>Home Office Expenses</p> <p>Rates _____ Interest on Mortgage _____</p> <p>House Power _____ Repairs & Maintenance _____</p> <p>Area of Office (as a % of home) _____ Insurance (House & Contents) _____</p>	
<p>Car Expenses Details of privately used vehicle.</p> <p>Make/Model _____ % of business use _____</p> <p>OR Supply log book. Make sure you identify your business and private vehicle expenses in the papers provided.</p>	
<p>Business income not banked in business account during the year (eg banked into private bank account). Details of cash banked into private account, used for business expenses, or used for private purposes.</p> <p>_____</p>	
<p>General Information</p> <ul style="list-style-type: none"> • Were all takings banked in your business trading bank account? If not, enter the amounts not banked • The value of goods taken for private use at their cost price • Please submit Solicitor's statements relating to any legal transactions during the year, including copies of new mortgage documents. • Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: _____ 	<p>Yes / No \$ _____ \$ _____ Excl</p> <p>Yes / No</p>
<p>Has any money been borrowed during the year Please provide mortgage statements and details of security given for loans.</p>	<p>Yes / No</p>
<p>Donations If you want us to claim these on your behalf, please put your receipts in a separate envelope. Donations have no rebate limit so please retain all receipts.</p>	
<p>ACC Please provide invoices so we can check you are being correctly levied.</p>	
<p>Income Protection Insurance If you have this please provide details of insurer, premium and cover.</p>	
<p>Terms of Lease Advise annual rental, rent review dates and expire date for any registered business lease.</p>	

<p>Personal Income Other income apart from your business income.</p> <p> <input type="checkbox"/> Notices for Dividend & Imputation Credits <input type="checkbox"/> Income in an Estate <input type="checkbox"/> Notices for Interest & Withholding Tax <input type="checkbox"/> Trust or Partnership Income <input type="checkbox"/> Directors Fees <input type="checkbox"/> Overseas Income </p> <p>Other Income Do you have investment in shares other than those listed on the NZ and Australian stock exchanges? If yes, then we require full details. (For individuals it applies only to your overseas investments over \$50,000).</p> <p>Short Term Accommodation Rental If you own a holiday home which is rented out and also used personally, please let us know.</p> <p>Prescribed Investor Rate If you have PIE income (e.g. Kiwisaver) please provide copies of the annual summary from the provider so we can check the correct amount of tax is being deducted.</p>	
<p>Accounting Software</p> <ul style="list-style-type: none"> • If you have a MYOB program please supply backup of your business accounts and let us know what version you use. • If you have BankLink please email your file to info@petersdoig.co.nz. • If you use Xero or MYOB Live Accounts, make sure we have access to your file. • If you have a different program please supply a print out of your detailed General Ledger, Trial Balance, Accounts Receivable and Payable and Trial Balance, Bank Reconciliation Report and Cashbook Report. 	<p><i>Please ensure that your computerised accounts reconcile with your bank statements.</i></p>
<p>Supporting Documents</p> <p> <input type="checkbox"/> Cheque Butts/Deposit Books <input type="checkbox"/> Solicitors Invoices <input type="checkbox"/> Cheque Butts/Deposit Books one month <u>after</u> balance date <input type="checkbox"/> Property Purchase or Sale Documentation <input type="checkbox"/> Cashbook <input type="checkbox"/> Mortgage & Loan Account Statements <input type="checkbox"/> Bank Statements <input type="checkbox"/> Livestock Sale & Purchase Documents <input type="checkbox"/> Interest & Dividend Statements <input type="checkbox"/> GST Returns <u>and</u> Work Papers <input type="checkbox"/> Stock Firm Statements <input type="checkbox"/> Grape Sales Invoices/Prepayments </p>	<p><i>Invoices from suppliers and copies of sale invoices are not needed in the first instance but you need to have them available in case we have a query regarding the content of any invoice, or if later required by IRD.</i></p>
<p>Your Contact Details</p> <p>Contact Numbers Home: _____ Cell: _____</p> <p>Email Address _____</p> <p>Change of Address _____ (if <u>not</u> correct on first page)</p> <p>Would you like us to supply a copy to your Bank? _____</p> <p>If yes: Name of Consultant _____</p> <p>Email Address of Consultant _____</p> <p>Final Date for filing your Income Tax Return is 31 March 2016</p>	<p>Bank Account for IRD Refunds</p> <p>Name of Bank & Branch _____</p> <p>Account Number _____</p> <p>Name of Account _____</p>