

# PETERS DOIG LIMITED

## DIRECTORS:

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## ANNUAL ACCOUNTS INFORMATION SHEET – 2011

### Dear Client

We ask that you 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 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 also authorise you to obtain information on my behalf from the Inland Revenue Department including via 'Online Services' 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.

Your Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(All Partners/Shareholders to Sign Please)

**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 schedule.*

1. **Stock on Hand:** At balance date, at cost, excl GST \$ \_\_\_\_\_

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.

2. **Work in Progress:** At balance date, at cost, excl GST \$ \_\_\_\_\_  
ie Cost of materials, paid labour etc. less any progress payments received.

3. **Accounts Receivable:** Amounts owed to you at Balance Date.

Amount \$ \_\_\_\_\_ GST Incl/Excl  
Please provide a detailed list on a separate sheet of each amount so that we can analyse the relevant sales.

4. **Accounts Payable:** Amounts owed by you at Balance Date.

Amount \$ \_\_\_\_\_ GST Incl/Excl  
Please provide a detailed list on a separate sheet of each amount so that we can analyse the relevant expenses.  
OR supply cheque butts for following month after balance date marked A/P.

5. **Cash / Cheques on Hand:** Unbanked at Balance Date \$ \_\_\_\_\_  
Include Till Floats and Unbanked Takings.

6. **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.

**Purchases**

<u>Asset/Description</u>	<u>Date Purchased</u>	<u>Trade-in</u>	<u>Amount</u>	<u>New/Used</u>
_____	_____	_____	\$ _____	N / U
_____	_____	_____	\$ _____	N / U

**Sales**

<u>Asset/Description</u>	<u>Date Sold</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____

7. **Capital Commitments:** Advise estimated capital commitments due for payment during next 12 months.  
**Contingent Liabilities:** Advise if there are contingent liabilities arising from guarantees of third parties debt etc?  
**Lease Commitments:** Advise if there are non-cancellable lease commitment for leases of premises?  
**Related Parties:** Are there transactions with related parties (other than shareholder's salaries)?  
**Number of Employees:** (EFT Equivalent Full Timers) \_\_\_\_\_

8. **Home Office Expenses:**

Rates \$ \_\_\_\_\_ Interest on Mortgage \$ \_\_\_\_\_  
House Power \$ \_\_\_\_\_ Repairs & Maintenance \$ \_\_\_\_\_  
Area of Office \_\_\_\_\_ Insurance \$ \_\_\_\_\_  
(as a % of home) (House & Contents)

9. **Car Expenses:** Details of privately used vehicle

Make/Model \_\_\_\_\_ % of Bus Use \_\_\_\_\_ OR Supply Log Book

Make sure you have identified your business & private vehicle expenses on your cheque butts.

10. **General Information:**

- Were all takings banked in your business trading Bank Accounts. YES/NO
- If not, enter the amounts not banked \$ \_\_\_\_\_
- The value of goods taken for private use at their cost price (excl GST) \$ \_\_\_\_\_
- 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? YES/NO  
If "Yes", please provide brief details.

11. **Has any Money been Borrowed During the Year:** YES/NO

Please provide Mortgage Statements and details of security given for loans

12. **Personal Income:** Other income apart from your business income.

- € Notices for Dividend & Imputation Credits
- € Notices for Interest & Withholding Tax
- € Directors Fees
- € Income in an Estate
- € Trust or Partnership Income
- € Overseas Income

**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).

**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.

13. **Rebates:** If you want us to claim on your behalf, please put your receipts in a separate envelope, Child Care Fees up to \$940 and Donations have no rebate limit so please retain all donations receipts.

14. **Working for Families:** There are some changes to Working for Families for the 2011/12 year. Please provide details so we can ascertain any payment due to you from IRD.

Child's Name ..... DOB ..... IRD # .....

Child's Name ..... DOB ..... IRD # .....

Child's Name ..... DOB ..... IRD # .....

15. **ACC:** Please provide invoices so we can check you are being correctly levied.

16. **Income Protection Insurance:** If you have this please provide details of insurer, premium & cover.

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17. **Terms of Lease:** Advise annual rental, rent review dates and expiry date for any registered business lease.

18. **Computer Program:**

- If you have a **MYOB** program please supply a 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](mailto:info@petersdoig.co.nz). To do this open BankLink go to send, check email address is as above, **untick** "Check out attached client files" then send.
- If you have **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 & Payable Trial Balance, Bank Reconciliation Report & Cashbook Report.
- Please ensure that your computer accounts reconcile with your bank balance.

**CHECK LIST**

Please ensure you have enclosed/completed all items stated below:

(Note: Cheque butts and bank statements are not required if you are providing electronic Trial Balance or similar).

€ Cheque Butts/Deposit Books

€ Cheque Butts/Deposit Books one month after balance date

€ Cashbook OR

€ MYOB Backup OR

€ Email BankLink OR

€ Computer Printouts re Question 18

€ Bank Statements

€ Stock Firm Statements

€ Schedule of Accounts Payable & Receivable at 30 September 2010 (for GST Rate change adjustment)

€ Property Purchased or Sale Documentation

€ Solicitor Invoices

€ Mortgage & Loan Account Statements

€ GST Workpapers.

€ FBT Returns and Workpapers.

€ Completed this Information Sheet

€ Signed the Terms of Engagement

€ Copy of Government Valuation for any business properties

€ Xero or MYOB Live Accounts

**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 the IRD.**

**Your Contact Details:**

Telephone No: .....

Fax No: .....

Cellphone No: .....

Email Address: .....

**Change of Address if not correct on first page:**

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