

22	<b>Other Questions</b> a) Do you have a rental property? (if yes please include rental detail i.e. rent, expenses, bank statements etc.) b) Has the nature of your business changed significantly in the last 12 months? (if yes what are those changes?) c) Companise (i.e. Ltd) Shareholding - did the shareholding or directors change during the year? d) FBT Do you pay FBT? (if yes please provide the FBT returns and work papers)	Notes or N/A
23	<b>General Notes</b>	
24	<b>AML</b> From 1 October 2018, accountants in practice will be required to comply with the anti-money laundering and countering of finances of terrorism act 2009. This may require us to obtain additional information and verified identification documents from you.	
25	<b>Terms of Engagement</b>  (The complete Terms of Engagement are set out in our initial Engagement document) I hereby instruct Lee Coutts Syers & Chartered Accountants Ltd to prepare my Financial Accounts and Taxation Returns for the 2019 year. Lee Coutts & Syers Chartered Accountants Limited is authorised to act as my tax agent and communicate with, and obtain information from Inland Revenue on my behalf in respect of all tax types. I accept the responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements and income tax returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error or fraud and that you accept no liability for the accuracy and the completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance companies and other persons or organisations to obtain such further information as you may require in order to carry out the above assignment.  Client Name: _____  Signed: _____ Date: _____	

PLEASE RETURN THIS FORM WITH YOUR RECORDS

IMPORTANT DATES: 2020 Provisional Tax Due: 2019 Terminal Tax Due 7/4/20

Payment #1 28/8/19

Payment #2 15/1/20

Payment #3 7/5/20

1	<b>Your Details</b> Name: _____ Address: _____ _____ Phone: _____ Mob: _____ Email: _____	
2	<b>For clients that do NOT have computerised accounting software</b> a) Electronic Bank Files We now require electronic bank files that can be downloaded and emailed to us instead of paper bank statements. You can do this straight from your internet banking. Please contact us to find out how to do this if you are unsure. Bank transactions can be downloaded for the full year as either an OFX or QIF file and emailed to us at admin@leecoutts.co.nz along with copies of the closing bank statement at 31 March. OR b) Paper Bank Statements If you cannot send electronic files for some reason, please send us your bank statements and cheque butts for the entire year covering 1 April to 31 March	Notes or N/A
3	<b>For clients using computerised NON Xero accounting software</b> Please email us PDF documents, or print and post paper copies of the following system generated reports: 1) General Ledger Summary Report (1 April - 31 March) 2) Trial Balance (31 March) 3) General Ledger Detailed Report (1 April - 31 March) 4) Profit & Loss Report (Year Ended 31 March) 5) Balance Sheet Report (31 March) 6) Bank Reconciliation Report (31 March) 7) Copy of closing bank statements at 31 March 8) Copy of Debtor and Creditor Aged Balance Summary Reports (31 March)	
4	<b>For clients using XERO accounting software</b> Clients that are using Xero software should advise our office when all 31 March year end reconciliations have been completed and the accounting year has been finalised. Please also email in pdf form all closing bank statements at 31 March.	
5	<b>Cash Book</b> If you prepare a manual cashbook, or excel cashbook, please provide copies of the cashbook and bank reconciliation if reconciled.	

5	<div><b>Debtors</b> (people who owe you money)</div> <div>a) Total including GST as at 31/3/19     \$ _____</div> <div>b) The names and amounts agreeing to the above total (do not include bad debts which you have written off)</div>	Notes or N/A																								
6	<div><b>Creditors</b> (people you owe money to)</div> <div>a) Total including GST as at 31/3/19     \$ _____</div> <div>b) The names and amounts agreeing to the above total (including what they are for i.e. purchases, advertising, etc.)</div>																									
7	<div><b>Stock on Hand</b></div> <div>a) Value of stock at 31st March    \$_____</div> <div>Stock should be valued at cost excluding GST and exclude any obsolete items.</div>																									
8	<div><b>Work in Progress (WIP)</b></div> <div>a) Value of stock at 31st March    \$_____</div>																									
9	<div><b>Goods and Service Tax (GST)</b></div> <div>a) Copies of your GST returns and work papers</div>																									
10	<div><b>Wages</b></div> <div>Please confirm total gross wages and PAYE deductions made for the year. Please also detail by employee the amounts paid (Gross and PAYE)</div> <table><tr><td>Total All IR345's</td><td></td><td></td></tr><tr><td>Employee's Name</td><td>Gross</td><td>PAYE</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Total All Employees</td><td></td><td></td></tr></table>	Total All IR345's			Employee's Name	Gross	PAYE																Total All Employees			
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11	<div><b>Cash Income and Expenditure</b></div> <div>a) Have you paid for expenses from your own personal accounts or cash ex. pocket that the business has not reimbursed. If yes please provide a list of those expenses.</div> <div>b) Have there been any cash sales not banked. If yes please advise the amount</div>																									
12	<div><b>Petty Cash / Cash Transactions</b></div> <div>a) If you run a petty cash system please enclose the book.</div>																									

13	<div><b>Visa / Amex / Diners etc</b></div> <div>a) Did you pay any business expense through a charge card.  If yes please provide the twelve monthly card summaries for the year to 31st March 2019.</div>	Notes or N/A
14	<div><b>Fixed Assets</b></div> <div>a) Have you sold any fixed assets - please note asset and date.</div> <div>b) Have you purchased any fixed assets - please note asset and date and provide finance documents if applicable.</div>	
15	<div><b>Loans and Borrowing</b></div> <div>a) Please provide loan statements for the year and documents for all new bank loans or hire purchase agreements.</div>	
16	<div><b>Solicitors Documents</b></div> <div>a) If applicable provide all solicitor documents for any business transactions that occurred during the year.  Sale and Purchase of Rental Properties</div>	
17	<div><b>Interest and Dividends Received</b></div> <div>a) Please provide all certificates of interest and dividends received for the year ended 31st March 2018.</div>	
18	<div><b>Other Income</b></div> <div>Please provide details of any other income:</div> <div>a) Salary and wages</div> <div>b) Superannuation</div> <div>c) Overseas income</div>	
19	<div><b>Donations</b></div> <div>If you have not claimed your donation rebate yourself, please attach donation receipts from approved donor organisations.</div>	
20	<div><b>Working for Families Tax Credits</b></div> <div>a) If you have children under 18yrs please provide full names and dates of birth.</div> <div>b) Please advise if you have received any weekly Family Tax Credit payments.</div>	
21	<div><b>Vehicle Log Books</b></div> <div>a) If you maintain a log book please provide business to personal use calculations.</div>	