

TO **D&D FINANCIAL CONSULTANTS LIMITED**
P.O. BOX 3742
AUCKLAND
(Ph. 369-5144)

Name of Client: _____
Contact #: _____
Email: _____

Balance Date: March 31, 2016

Records Supplied to Prepare March 31, 2016 Financial Statements

Please Circle

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|--|--------|
| (a) All cheque butts for the year, showing the nature of each payment on the cheque butt. Suppliers' statements and invoices are available if required. | Yes/No |
| OR cash books recording all receipts and payments of the business for the year. | Yes/No |
| OR USB flash drives and printout of Bank Reconciliation report as at 31 March 2016; Trial Balance, and GST reports | Yes/No |
| (b) Bank statements and/or passbooks for the year, for all bank accounts. | Yes/No |
| (c) Receipts books and bank deposit books for the year. Items other than normal business sales (for example, private funds paid in, proceeds from the sale of an asset, rebates from suppliers, income apart from business income, rents, interest or dividends) are clearly marked, or, if not paid into a business trading bank account, are recorded on separate schedules. | Yes/No |
| (d) Day books. | Yes/No |
| (e) Copies of G.S.T. returns and workings supporting the returns (If prepared yourself). | Yes/No |
| (f) Copies of IR 345 Employer deduction statements together with details of holiday pay entitlements. | Yes/No |
| (g) Copies of solicitors' statements or other contracts, such as hire purchase agreements, relating to contracts or legal matters. | Yes/No |

Information as required

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|--|---------------------|---------|---------|
| (a) Cash on Hand:
(Cash on Hand includes cash floats and cash sales prior to balance date but not banked until after balance date.) | Yes/No | \$..... | |
| (b) Accounts Owing to me
- Accounts Receivable:
All accounts owing to me are scheduled and any bad or doubtful debts included on this schedule are clearly marked. GST included above \$..... | Yes/No | \$..... | |
| (c) Work in progress:
includes/excludes GST (delete one)
All stock was physically counted, and adequate records retained to substantiate the physical count and adjustments to arrive at the dollar value at balance date. It was valued at the lower of cost and net realisable value.

Please take care to ensure that the stock included as stock on hand was either paid for prior to balance date or is included as a creditor to be paid after balance date. | Yes/No | \$..... | |
| (e) Fixed Assets:
Attached are details (preferably invoices) of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant & equipment, and properties. Where appropriate, details of trade-ins are advised. | See detail attached | Yes/No | \$..... |
| Has GST been accounted for to the Inland Revenue Department for Fixed Assets sold and purchased and recoveries of insurance claims? | Yes/No | | |
| (f) Investments:
Attached are details (preferably brokers contracts and dividend slips) of investments purchased and sold, and dividends and interest received from any investments during the year. | Yes/No | | |

- (g) Accounts Owing by company
 - Accounts Payable: Yes/No \$.....
 All accounts owing by company are scheduled showing GST (or the accounts paid after balance date marked clearly on the cheque butts, which also show GST).
- (h) Mortgages and Loans: Yes/No
 Attached are details of loans or mortgages raised or repaid during the year (preferably including agreements and solicitors' statements).
- (i) General Information:
- (i) All takings were banked into my personal trading bank account Yes/No
- (ii) Amounts not banked to my business accounts were applied:
- For personal expenditure Yes/No \$.....
- For business expenditure Yes/No \$.....
 (details of nature of expenditure attached)
- Lodged into other bank accounts (details attached) Yes/No \$.....
- (iii) Members of my family or my spouse provide assistance in the business. Yes/No
- (a) If yes, the number of hours per week that they worked on average in the business was ... hrs pw
- (b) The amount of wages or other remuneration that was paid to them during the year. \$.....
- (iv) Value of goods taken for private use at their cost price excluding GST \$.....
- (v) Cost including GST of personal goods and services included in my monthly business payments (if not detailed on cheque butts). \$.....

- (vi) The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:

Vehicle Description: _____

Business _____ Km

Total _____ Km

Percentage Business _____ %

- (vii) If part of your home is set aside principally for use as an office/workshop/storage area.

Please provide the following details:

Area used for business: _____ square meter

Total area of House: _____ square meter

Power _____

Insurance _____

Interest (Building & Contents) _____

Interest (House mortgage) _____

Rates _____

Repairs & Maintenance _____

Other _____

- (viii) My business operates as a limited company. Yes/No

There have been changes in:

(a) the address of the registered office; Yes/No

(b) the directors; Yes/No

(c) the secretary; or Yes/No

(d) shareholding? (please provide details) Yes/No

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

- (x) My financial statements are to be used for the
following purposes:

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(xi) **Terms of Engagement**

I/We give D & D Financial Consultants my full authority to obtain information from my Bank, Lawyer, Financial Advisor, WINZ, Inland Revenue and other parties for any purposes relating to my affairs. I/We acknowledge that this information would not otherwise be available due to Privacy Act restrictions, but I give my full authority for this statement to be used as a written confirmation of my agreement to you in obtaining information from the Bank, Lawyer, Financial Advisor, Inland Revenue and other parties for the purpose of preparation of the 2016 financial statements and taxation returns.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% per month, and all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us. I/We agree to personally indemnify you for fees outstanding.

Yours Faithfully,

Name:

Sign: