

Financial Statements Farm Questionnaire – 2017

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	Business : Cellular:
Balance Date		Fax:	
		Email:	

Terms of Engagement

I/We hereby instruct Lawson Avery Ltd to prepare my/our Financial Statements and Taxation Returns for the year/period ending 2017. 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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that 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.

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.

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.

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	
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IF the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details.

Private Use Value of goods taken for private use at their market value.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>								
Expenses paid in Cash or from Personal Funds Please provide a list if applicable.	<input type="checkbox"/>									
Motor Vehicles The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: <table border="0"> <tr> <td>Vehicle Description _____</td> <td>Vehicle Description _____</td> </tr> <tr> <td>Business _____ km</td> <td>Business _____ km</td> </tr> <tr> <td>Total _____ km</td> <td>Total _____ km</td> </tr> <tr> <td>Percentage Business _____ %</td> <td>Percentage Business _____ %</td> </tr> </table> <ul style="list-style-type: none"> Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____ _____ 	Vehicle Description _____	Vehicle Description _____	Business _____ km	Business _____ km	Total _____ km	Total _____ km	Percentage Business _____ %	Percentage Business _____ %	<input type="checkbox"/>	
Vehicle Description _____	Vehicle Description _____									
Business _____ km	Business _____ km									
Total _____ km	Total _____ km									
Percentage Business _____ %	Percentage Business _____ %									
Mixed Use Holiday Home Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/> NB: If yes we will contact you for additional; information we will require										

**Thank you for completing this questionnaire
Don't forget to sign it**

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at the end of 2017

Client Name	
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[illegible]

Totals	
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Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at the end of 2017

Client Name

Total Incl GST

Totals