## Financial Statements Trust Questionnaire – 2018

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	Business : Cellular:
		Fax:	
Balance Date		Email:	
Terms of Engagemen	<u>it</u>	-	
ending «Balance_Mon responsible for the acc provided by me/us. Yo on the Financial Stater I/We understand that investigating non-comp	awson Avery Ltd to prepare my/our Financial St th» 2018. I/We undertake to supply all informatiouracy and completeness of such information. I/W ur services are not intended to, and accordingly ments in so far as third parties are concerned, or during preparation of the Financial Statements bliance with laws and regulations – however sho that to my/our attention.	on necessary to e understand to will not result in in the fulfilling and Taxation	o carry out such services, and will be that you will rely upon the information of the expression by you of an opinion of any statutory audit requirements.  Returns you will not be specifically
my/our taxation liabilitie	he Financial Statements and Taxation Returns a es. If this should change in any material respect, l ny person, other than me/us, for the contents of t	/we will inform	you immediately. You will not accept
All other terms and cor signed when I/we beca	nditions of this engagement are the same as thos ame a client.	e referred to ir	the original Engagement Letter I/we
accounts are due for p	rou have the right to charge interest on overdue a ayment by the 20 <sup>th</sup> of the month following invoice of that any collection costs you incur will be fully r	date. The ch	arging of such interest will be at your
	sed to communicate with my/our bankers, solicito tion as you require in order to complete the abov		
	e/us as my/our tax agent. All income tax returns on return on behalf of myself/ourselves or any of		
Signature			Date
cheques, Please	a bank account be provided for any advise account details below.		they will be no longer issuing
Account Number	: <del>-</del>	<del>-</del>	_
Convenient time t	to call you is:		
Alternative phone	numbers are:		
When do you war	nt your accounts completed by?		
Would you like us	s to supply a copy to your bank?	Yes 🗌 No	☐ (Tick One)
1	are to be supplied to your bank, and an are to be supplied to your bank manager:		

Lawson Avery Ltd 2018 Page 1

Records Required:	<b>\</b>	Comment:
Bank Statements, Cheque butts, Cash books, etc  Where no Cashbook is supplied, please provide and include one month past balance date:  Bank statements including any savings account or term deposit  Cheque & Deposit butts showing the nature of each payment/deposit  Receipt books. Make sure any items not for business sales are clearly marked  Suppliers' invoices filed in cheque number order  Where you supply a written Cashbook, please provide and include one month past balance date:  Cashbook, written up, analysed and reconciled to the bank statements monthly.  Bank statements including any savings account or term deposit  Cheque & Deposit butts showing the nature of each payment/deposit		
<ul> <li>Where you supply a computerised Cashbook, please provide:</li> <li>Backup file as at the end of financial year or email files to us</li> <li>Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>Final Bank Statement for year for all bank accounts</li> <li>Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>		We prefer backup files to be emailed or supplied on a USB stick.
Loan Statements Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Goods & Services Tax (GST) Returns  Please supply your copies of Goods & Services Tax (GST) returns and work papers		
Interest and Dividend Certificates Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1 All accounts or amounts owing to you at balance date should be scheduled.  Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		Total at Balance Date: \$ GST Included
Accounts Payable (Creditors) – see attached Schedule 2  All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.		Total at Balance Date: \$ GST Included
Capital Expenditure  Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:  I Hire purchase or loan agreements  Lease agreements  All legal statements and agreements  Trade-in details  Lost, stolen or scrapped items  Copy of Tax Invoices		
Rental and Leased Property  Please complete attached rental questionnaire		

Lawson Avery Ltd 2018 Page 2

Legal and Loan Documents  Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include statements and agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.				
Business Expenses There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:  Insurance premiums Legal fees ACC payments and arrangements				
<b>Gifting Programme</b> Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.		Date of Gift		
Major Transactions  Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.				
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 \[ \] No \[ \]  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

Lawson Avery Ltd 2018 Page 3

## Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at the end of «Balance\_Month» 2018

Client Name	«Mailing_Name»

Name of Debtor	Description of Sale	Code	Total Incl GST

1 <u> </u>	
Totals	
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## Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at the end of «Balance\_Month» 2018

Name of Creditor	Description of Goods	Code	Total Incl GST

Lawson Avery Ltd 2018 Page 4

**Totals**