

Financial Statements – 2008

Business Questionnaire

Taurus Ref:

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:		Fax:	
Email:		Cellphone:	
Physical Address:			
Postal Address:			

To: Taurus Accounting Solutions Ltd,

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 carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

Signature _____

Date _____

Records Required For 12 months to Balance Date	P	Comment
Bank Statements, Cheque Butts, Cash Manager, etc		
Where no Cashbook is supplied; Please provide and include one month past balance date: <ul style="list-style-type: none"> • 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. 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Where you supply a written Cashbook Please provide and include one month past balance date: <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly. • Bank statements including any savings account or term deposits • Cheque & Deposit butts showing the nature of each payment/deposit. 	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

<p>Where you operate a Computerised Cashbook or Integrated Accounting Software package Please provide:</p> <ul style="list-style-type: none"> • Backup disk as at end of financial year (please include Password if necessary) • Copy of Bank Reconciliation as at balance date for all bank accounts. • Final Bank Statement for year for all bank accounts. • If you run Inventory, an Inventory Summary report (at cost) at balance date. • Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date. 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Password = _____
Loan Statements		
Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.	<input type="radio"/>	
Goods & Services Tax (GST) Returns		
Supply copies of GST Returns and work papers.	<input type="radio"/>	
Employers - Wages paid to Employees		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD. OR Send a copy of your Employer Monthly Deduction Schedule (IR345 Green Form)	<input type="radio"/> <input type="radio"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of FBT Returns and work papers.	<input type="radio"/>	
Interest & Dividends		
Supply copies of certificates.	<input type="radio"/>	
Cash On Hand		
Cash on Hand* \$ _____ Date Banked ___/___/___ Petty Cash \$ _____ Till Floats/Cash Floats\$ _____ * (Include cash sales prior to balance date but not banked until after balance date)	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Stock On Hand		
Stock must be physically counted and adequate records retained to substantiate the physical count. Stock on hand should be valued at the lower of cost, market selling value or replacement value.	O	\$ _____ GST Included O Or GST Excluded O
Work In Progress		
Work in Progress should be valued at cost of materials, direct labour and factory overheads less any progress payments	O	\$ _____ GST Included O Or GST Excluded O
Accounts Receivable (Debtors) – See attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled OR Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Debtors Report as at balance date	O O	\$ _____ GST Included O Or GST Excluded O
Bad Debts		
Please provide a schedule for Bad Debts Written Off during the Year	O	\$ _____ GST Included O Or GST Excluded O
Accounts Payable (Creditors) – See attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled OR Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Creditors Report as at balance date	O O	\$ _____ GST Included O Or GST Excluded O
Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicle, plant and equipment and properties. Where applicable please provide the following details; <ul style="list-style-type: none"> • Hire Purchase or loan agreements • Lease agreements • All legal statements, agreements and solicitors invoices • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoice • Valuations 	O O O O O O O	

Repairs & Maintenance		
Attach details of items over \$225 (GST inclusive)	0	
Transactions Not Through the Business		
<p>Were all sales banked into your business trading bank account?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>If No, list amounts not banked and where they were lodged</p>		\$ _____
Legal Documents		
Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure.	0	
Private Use Adjustments		
<p>Portion of expenses paid by the business to be allocated as private;</p> <ul style="list-style-type: none"> • Telephone • Power • Insurance • Value of Goods taken for private use 	0	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p style="text-align: right;">GST Included <input type="radio"/></p> <p>Or GST Excluded <input type="radio"/></p>
Expenses paid in cash or from Personal Funds		
Please provide a list if applicable	0	

