

# Financial Statements – 2007

## Business Questionnaire

Taurus Ref:

Ensure this questionnaire is completed and included with your records

<b>Client Name:</b>		<b>Phone:</b>	
<b>Balance Date:</b>		<b>Fax:</b>	«Fax».
<b>Email:</b>		<b>Cellphone:</b>	
<b>Physical Address:</b>			
<b>Postal Address:</b>			

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 \_\_\_\_\_

<b>Records Required</b> For 12 months to Balance Date	✓	<b>Comment</b>
<b>Bank Statements, Cheque Butts, Cash Manager, etc</b>		
Where <b>no Cashbook</b> is supplied; Please provide and <b>include one month past</b> balance date: <ul style="list-style-type: none"> <li>• Bank Statements including any savings account or term deposit.</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit.</li> <li>• Receipt books. Make sure any items not for business sales are clearly marked.</li> <li>• Suppliers invoices filed in cheque number order.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where you supply a <b>written Cashbook</b> Please provide and <b>include one month past</b> balance date: <ul style="list-style-type: none"> <li>• Cashbook, written up, analysed and reconciled to the bank statements monthly.</li> <li>• Bank statements including any savings account or term deposits</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p><b>Where you operate a Computerised Cashbook or Integrated Accounting Software package</b></p> <p>Please provide:</p> <ul style="list-style-type: none"> <li>• Backup disk as at end of financial year (please include Password if necessary)</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>• If you run Inventory, an Inventory Summary report (at cost) at balance date.</li> <li>• Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Password = _____
<p><b>Loan Statements</b></p>		
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="checkbox"/>	
<p><b>Goods &amp; Services Tax (GST) Returns</b></p>		
Supply copies of GST Returns and work papers.	<input type="checkbox"/>	
<p><b>Employers - Wages paid to Employees</b></p>		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD. <u>OR</u> Send a copy of your Employer Monthly Deduction Schedule (IR345 Green Form)	<input type="checkbox"/> <input type="checkbox"/>	
<p><b>Fringe Benefit Tax (FBT) Returns</b></p>		
Supply copies of FBT Returns and work papers.	<input type="checkbox"/>	
<p><b>Interest &amp; Dividends</b></p>		
Supply copies of certificates.	<input type="checkbox"/>	
<p><b>Cash On Hand</b></p>		
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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



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





