2018 Annual Accounts Questionnaire

Business Name:	
Any details changed? Address, Phone numbers, Skye Name, Email etc.	

In order to complete your financial statements in a timely manner please complete the following checklist "in full'.

Immediate Action List, if applicable:	**N/A**	**Enclosed**	**Office Use**
Debtors List – who owes you money as at 31/3/2018 incl GST			
Creditors List – who do you owe money to as at 31/3/2018 incl GST			
Cash not banked and used for personal expenses for the year			

Information we will require if applicable	**N/A**	**Enclosed**	**Office Use**
Final Bank statement showing balance as at 31 March 2018 for all business accounts & credit cards			
Stocktake sheets (GST excl.)			
Copies of Sale and Purchase agreements for the business and all properties inc. land and lawyer's settlement statements			
Copies of invoices for all items of equipment and vehicles over $500 purchased from 1/4/17 till 31/03/2018			
Copies of new lease, Hire purchase agreements taken out from 01/04/17 till 31/03/2018			
Copies of business loan statements from 01/04/17 till 31/03/2018			
Home office details (area m2, rates, home mortgage interest, insurance & power)			
Any claims for mileage not claimed elsewhere in the year 2018			
Interest received on all your personal & business bank accounts. Ask the bank to give you an Interest & RWT printout for the 2018 financial year			
Dividends received from companies you have shares in. Please include all the dividend advice slips from 01/04/17 till 31/03/18. Managed fund or PIE income portfolio report.			
If you have a **Rental Property** we will need copies from agent from 01/04/17 till 31/03/2018, loan statements, rates, insurance, repairs and any other expenses relating to the property.			
Income Protection Insurance and Donation receipts			
Any other income (overseas income/pension, cash income)			

ATAXZ ACCOUNTANTS LIMITED T/A ATAXZ ACCOUNTANTS - LETTER OF COMPILATION ENGAGEMENT

This letter confirms the terms of our appointment as your accountants and outlines the nature and extent of the services we will be providing to you.

These services do not differ from the past. However, as a recommendation of the Accountants & Tax Agents Institute of New Zealand Inc, we are now required to have this letter on file, signed by yourself, or the director of your company, or the Trustee or your Trust.

Based on the information provided to us by you, we will perform the following services under our engagement.

- **Income Tax Returns**

  The preparation and lodgement of income tax returns and discussions with
  Inland Revenue Department representatives on any matters concerning your taxes.
- **Tax Assessments**

The Inland Revenue Department for service of notices will use our address and we shall be responsible for checking tax assessments. We shall also endeavour to advise the amounts and due dates of tax instalments; however, the responsibility for paying the correct tax and paying on time rests with the taxpayer and not us as agents. Any penalties arising from lateness, errors, wrong estimates or for any other reason are payable by you as the taxpayer.

We shall give you every assistance in meeting your obligations but any advice on payments and/or reminder letters received from us should be reviewed by yourself to check that the payment proposed appears reasonable, and that the date of payment is correct.

- **Goods and Services Tax Returns**

When we complete your GST returns we confirm our office will be responsible for the preparation and filing of them based on information supplied to us.

We will sign the GST Returns on your behalf but you are responsible for any liability and we will only prepare the return based on information provided by you. You are liable should the return be incorrect due to incomplete records being provided to us.

We will advise the amount due or refundable before the due date. You should check that the payment or refund appears reasonable based on your understanding of transactions that have occurred during the GST period.

- **Analysis of Accounting Records**

We confirm that our office will be responsible for the preparation of unaudited annual financial statements. These are to be prepared from information provided to you.

It will be necessary for us to attach to all financial statements prepared by us a Disclaimer of Liability in the following terms:

"We have compiled the financial statements of _____ for the year ended _____ as set out on the preceding pages.

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not carried out an Audit or a Review Assignment on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the information from which the financial statements have been prepared. Further the financial statements have been prepared at the request of and for the purpose of our client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

Ownership of Documents

It is agreed that ownership of all documents supplied by you to assist in the performance of our professional services shall remain your property. All documents produced by us in the performance of our services, such as work papers, shall remain our property. It is agreed that the above has no effect on our rights to claim a particular lien over books, records and other documents.

It is understood and agreed by you that:

- You will provide us with the accurate and complete information necessary to complete such statements and the responsibility for the accuracy and completeness of the assertions in the financial statements remains with you;
- The financial statements will be prepared in accordance with acceptable accounting principles, which includes Financial Reporting Standards;
- You accept responsibility for any failure to supply us with all relevant records and information.

It is not intended that this engagement be relied upon to prevent or detect fraud and error and we wish to emphasise that responsibility for such prevention and detection must remain with your management.

The services set out in the foregoing letter are in accordance with my/our requirements. The terms set out are acceptable to me/us and are hereby agreed to.

_____	_____	_____201__
Signature	Name & Title (Please print)	Date

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ATAXZ ACCOUNTANTS LIMITED T/A ATAXZ ACCOUNTANTS - LETTER OF COMPILATION ENGAGEMENT

Client Full Name: _____

IRD Number: _____ DOB: _____

Place of Birth (City and Country) _____

Separate authorities must be signed by each partner of a partnership, each director of a company and each Trustee of a trust

IRD Authorities

I/We give authority to ATAXZ Accountants LIMITED to act on our behalf for all tax types (except NCP or CPR) until further notice. Authority is given to obtain information from Inland Revenue about all tax types (except NCP or CPR). This includes obtaining information through all Inland Revenue media and communications channels.

I authorise ATAXZ Accountants Limited to sign tax returns on our behalf.

Other Authorities

I/We authorise ATAXZ Accountants Limited to communicate with my/our bankers, solicitors, Accident Compensation Corporation (ACC) or any other party, to act on our behalf and obtain such information as you may require to carry out the above assignments.

The arrangements outlined in this letter will continue in effect from year to year unless it is mutually agreed to change them.

If you have any questions about the contents of this letter, please contact us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you please **sign a copy of this letter** in the space provided and return it to us as soon as possible.

I accept responsibility for the accuracy and completeness of the information supplied to ATAXZ Accountants Limited which is to be used in the preparation of my tax returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my tax returns. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the tax returns will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you. I accept responsibility for any failure by me to supply all relevant records and information to you.

Fees:
Unless otherwise agreed in writing, all fees rendered by our firm are based on the value for time spent on each assignment charged at a rate of $150 plus GST per hour.

Terms of Credit:
Payment of accounts within seven days of the issue of an invoice.

All recovery costs incurred by ATAXZ Accountants LIMITED arising out of your failure to pay by the due date including all legal costs, disbursements and collection costs shall be payable by you, the client, on demand. ATAXZ Accountants LIMITED may deduct any outstanding amount owed by you to ATAXZ Accountants LIMITED from any refund due to you from the IRD. A late payment fee of $25 + GST shall be charged each month that the account remains overdue. In the case of a company, you the director shall personally be liable for the company's debt to ATAXZ Accountants LIMITED.
Payments on account are to be made within seven days of the issue of an invoice.

For accounts that are more than 90 days' overdue we reserve the right to transfer the debt to our nominated debt collection agency. You agree to pay any charges that are incurred in relation to the debt collection, unless the account is in dispute. By signing below you accept personal liability for fees charged relating to the Company, Entity, Business, Individual, of which you are a shareholder, director or an authorized agent to engage our services on behalf of. This applies to all fees rendered by our firm for all work undertaken.

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