

ANNUAL CLIENT QUESTIONNAIRE – Business

CLIENT DETAILS	
Entity Name _____	IRD No _____
Entity Type Company / Trust / Partnership / Sole Trader	Balance Date _____
Address _____	
Contact Person _____	Mobile No _____
Email Address _____	Phone No _____

Management Accounting Solutions Ltd, Chartered Accountants, are hereby instructed to prepare our financial statements and taxation returns for the year ended on the above balance date.

We accept full responsibility for the accuracy and completeness of the information supplied, and any other information which may be provided. We also accept full responsibility for any failure to supply all relevant records and information to Management Accounting Solutions Ltd and its employees.

We understand that this information is to be used in the preparation of financial statements and/or taxation returns and that this work cannot be relied upon to detect error or fraud and that Management Accounting Solutions Ltd and its employees accept no liability for the accuracy and completeness of the information supplied by us.

We further understand that the financial statements and/or tax returns will be prepared at our request and for our purposes only and that Management Accounting Solutions Ltd and its employees will not be liable for any losses, claims or demands by any third party.

We authorise Management Accounting Solutions Ltd, Chartered Accountants, to communicate with our bankers, solicitors, finance companies and any other persons or organisation in order to obtain any information which may be required in order to prepare our financial statements and taxation returns.

We understand payment of account is due on the 20th of the month following invoice unless prior arrangement has been made with Management Accounting Solutions Ltd.

Name _____

Position _____

Signed _____

Date _____

Please complete the questionnaire as at the balance date stated on the front page.

Email information, where possible, to info@moneymetrics.co.nz.

1. RECORD KEEPING

Accounting Software _____ Version _____
User name _____ Password _____

2. BANK ACCOUNTS

Provide cheque bank account verification Balance _____
Provide savings bank account verification Balance _____
Provide other bank account verification Balance _____

3. CASH ON HAND

Till Float Total _____
Sales Not Banked Total _____
Petty Cash Total _____

4. ACCOUNTS RECEIVABLE (Debtors)

Provide schedule of balances (money owed) Total _____
Bad debts – included in above total Y / N Total _____

5. ACCOUNTS PAYABLE (Creditors)

Provide schedule of balances (money owing) Total _____
Contingent liabilities – included in above total Y / N Total _____

6. STOCK & WORK IN PROGRESS

Provide schedule of Stock on Hand – excluding GST Y / N Total _____
Provide schedule of Work in Progress – excluding GST Y / N Total _____

7. HIRE PURCHASES & FINANCE LEASES

Provide documents relating to these facilities Balance _____

8. LOAN BALANCES

Provide loan account verification Balance _____

9. FIXED ASSETS & INVESTMENTS

Provide documents (where possible) for asset/investment sales & purchases

10. OTHER INCOME

Provide copies of interest & dividend certificates, etc

11. BUSINESS EXPENSES PAID PERSONALLY

Provide a summary of any expenses relating to this business paid through a personal account

12. LEGAL DOCUMENTS

Provide any Sale & Purchase Agreements or solicitors statements relating to any legal transactions during the year

13. USE OF HOME OFFICE EXPENSES

Area used for Business	Sq Metres _____
Total Area of House & Workshop	Sq Metres _____
Electricity	Total _____
Insurance	Total _____
Mortgage Interest	Total _____
Rates	Total _____
Rent	Total _____
Repairs & Maintenance	Total _____
Other	Total _____

14. ACC

Provide either the ACC number for this entity or invoices & payment arrangement details

15. VEHICLE EXPENSES

Provide log book, business kilometers or days available for private use

16. COMPANIES

Provide details of any changes to directors or shareholders

17. TRUSTS

Provide details of Deeds of Gifts, Deeds of Acknowledgement of Debt, trustee changes

18. OTHER INFORMATION

Provide all other information that may be relevant to the preparation of your accounts

Thanks! Your time and effort in completing this form is much appreciated!