

## CLIENT QUESTIONNAIRE

### Records Required for Annual Accounts For Year Ending 31 March 2018

#### For Clients with Computerised Accounting Packages

#### A. MYOB or Easybooks

Yes	N/A
-----	-----

1. Computer Disk (Client to retain backup copy).

--	--

2. Hard copy of Reports

(a) Easybooks – Accountants Reports

*(Cashbooks/Reports/Accountants Reports)*


(b) MYOB - Reconciliation Report (cheque book)

- Balance Sheet (general ledger)

- Profit & Loss (with years to date) (general ledger)

- Trial Balance (general ledger)


3. Bank Statement showing balance at 31/3/18

--	--

**OR**

#### B. CLIENT WITH OTHER COMPUTER PACKAGES (EXCLUDING EXCEL)

1. Hard copy of reports:

- Bank reconciliation report

- Profit & Loss statement (full year)

- Balance sheet as at 31 March 2018

- Trial Balance

- Aged receivables trial balance (where applicable)

- Aged payables trial balance (where applicable)

- Full general ledger (transaction report) for all accounts from  
1/4/17 to 31/3/18


2. Bank statements showing balance at 31/3/18

--	--

# CLIENT QUESTIONNAIRE

## Records Required for Annual Accounts for Year Ending 31 March 2018

### For Clients with Manual Accounting Systems (Cashbook, Bank Statements, Excel)

**1. For all business accounts, supply the following:**

Yes	N/A
-----	-----

- Cashbook together with bank statements for the year

--	--

- Bank statements – write type of expense category against each entry or coded bank statements if a chart of accounts has been supplied

--	--

- Identify non sales deposits and provide details

--	--

- Advise last cheque butt number used at 31/3/18.

--	--

- Excel spreadsheet

- Hard copy of spreadsheet

- Backup disk

- Bank statements for the year

- Reconciliation to bank accounts (where applicable)

--	--

--	--

--	--

--	--

--	--

*Ensure spreadsheet columns add and cross-add to total column*

# ALL CLIENTS

Yes N/A

## 1. Please Supply separate schedules for the following on a GST Inclusive basis as at 31/3/18:

- Debtors (amounts owing to you by your customers)
- Trade creditors (amounts owing by you to your suppliers)
- Other creditors (eg power, telephone, PAYE – please detail)
- Personal stock usage
- Personal drawings from cash sales
- Business expenses paid from cash sales
- Stock values (*GST exclusive basis*)
- Work in Progress


## 2. Please supply the following where applicable to your business:

- Motor vehicle log book
- House costs for office/workshop claim (eg rates, insurance, power, mortgage interest, repairs & maintenance (refer supplementary details 4.)
- Sale/purchase of business – sale/purchase agreement, solicitors Statement and details of personal assets used in the new business
- Business expenses paid from personal funds or personal credit Cards
- New assets – hire purchase agreements and invoices
- GST Returns and GST workpapers
- Copies of monthly employer schedules (IR345) or wages books if schedules are not available.
- Sales/day book
- Legal expenses – copies of invoices paid
- Overseas travel details
- Entertainment – details of any business entertainment
- End of year loan summary from bank showing total principal and interest payments
- Savings accounts – bank statements
- Interest certificates for all bank accounts


## 3. Personal Income Details

- Interest and dividend certificates
- Rental property details
- Estate, Trust, Superannuation, Partnership income
- Family tax credits – for all school children under 19, names, dates of birth, dates of leaving school, birth certificate of IRD number of each child


I hereby request MacKinlay Dennison & Associates Ltd to prepare my Annual Financial Accounts and Income Tax Return for the year ended 31 March 2018.

Client .....

Signed .....

Date .....

**CLIENT QUESTIONNAIRE**

**Supplementary Details  
Worksheet  
As at 31 March 2018**

**1. Debtors**

<b>Debtor Name</b>	<b>Details if not Sales</b>	<b>Amount (GST Inclusive)</b>

**2. Creditors**

<b>Creditor Name</b>	<b>Details of Expense</b>	<b>Amount (GST Inclusive)</b>

**3. Stock – Summary of Stock Sheets**

<b>Principal Categories</b>	<b>Cost (GST Exclusive)</b>

**CLIENT QUESTIONNAIRE**

**Supplementary Details – Page 2**

**4. House Costs - Where used for business (Year ended 31 March 2018)**

Rates	
Insurance	
Power	
Mortgage Interest	
Repairs & Maintenance	
<b>TOTAL</b>	
Area of House	
Area of Office/Workshop/Storage	