

COMMERCIAL

CLIENT NAME _____

INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS

Please ensure this form is completed in full and signed

☐ **COMPUTERISED SYSTEM**

- Please send in a backup - (for MYOB please send both Accountants Link download & backup separately)
- Back up not required for Xero as is cloud based
- Bank statement(s) showing the 31 March 2019 balance for all bank accounts

☐ **MANUAL SYSTEMS**

- All Bank Statements
- Cheque butts and Deposit slips
- Reconciled Cashbook (if prepared)
- Interest Certificates and Dividend Advices
- Reconciled Cashbook (if prepared)
- Credit Card statements if include business purchases

☐ **STOCK ON HAND** - Please advise the value of stock on hand at balance date & if possible forward a copy of the stock take. Stock to be valued at cost price and please advise if your valuation includes GST or not. A stock take is not required if total stock value less than \$10,000 and total sales less than \$1,300,000.

☐ **WORK IN PROGRESS** - Please advise of the value of all work in progress as at balance date and state if your valuation is GST inclusive or exclusive.

☐ **ACCOUNTS RECEIVABLE (Money Owing to You)**

List amounts owing to you at balance date, inclusive of GST, indicating name of creditor and nature of debt. If you are on a computerised Accounts Receivable package please send a Receivables Reconciliation report.

Total (including GST) \$ _____

☐ **BAD DEBTS** - Please forward a list of all bad debts written off before 31 March 2019.

☐ **ACCOUNTS PAYABLE (Money Owing by You)**

List amounts owing by you at balance date, inclusive of GST. Exclude bad debts written off, but identify doubtful debts. If you are on a computerised Accounts Receivable package please send a Payables Reconciliation report.

Total (including GST) \$ _____

☐ **CASH IN HAND**

Unbanked takings \$ _____ (ie 31 March takings banked 1 April)

Petty Cash Float \$ _____

Till Float \$ _____

Were all takings banked into the business bank account? Yes/No

☐ **GST RETURNS** - Please provide copies of all GST returns and work papers.

☐ **FIXED ASSETS** (Cost Price in excess of \$500 + GST)

1. **Purchased**

Date	Description of Asset	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. **Sold**

Date	Description of Asset	Trade In Details (if applicable)	Total Sales Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide copies of any new Hire Purchase Agreements and copies of Solicitor's Settlement Statements for property sales/purchases.

☐ **OUT OF POCKET EXPENSES**

Please list business expenses paid from personal funds and personal credit cards

Vehicle Expense \$ _____ Entertainment \$ _____

Postage \$ _____ Other \$ _____

☐ **USE OF HOME OFFICE CLAIM**

Do you use part of your home as an office? Yes/No

If yes, what proportion of the total area is used for business? _____%

And please provide details of the following personal expenses paid for the year:

Insurance \$ _____ Rates \$ _____

Mortgage Interest \$ _____ Repairs \$ _____

Power \$ _____ If Renting total rent paid \$ _____

☐ **GOODS TAKEN FOR PRIVATE USE**

Provide details of the value of goods taken from the business for private use

☐ **BUSINESS MOTOR VEHICLES**

Vehicle Make & Model _____

Business Kms Travelled _____ kms

Total Distance Travelled
(Business & Private) _____ kms

(Please note that unless you pay FBT, a logbook needs to be kept for a 3 month period once every 3 years.)

☐ **MORTGAGES & LOANS** – Please supply copies of all business mortgage statements for the year 1 April 2018 to 31 March 2019.

☐ **LEGAL STATEMENTS**

Please provide copies of all legal statements covering transactions other than personal matters, If you do not have these documents please obtain copies from your solicitor

☐ **ADDITIONAL COPIES OF ACCOUNTS**

Copies to be sent to:

TERMS OF ENGAGEMENT

Financial Statements prepared by Toni Walker Ltd will carry the following Disclaimer of Liability

A compilation requires us to apply compilation procedures, in accordance with SES-2 Compilation of Financial Information, to compile (the financial information) from information which you have provided us. Those compilation procedures do not include the performance of an audit or review, nor do our procedures include verification or validation in respect of the information you provide or the financial information that is compiled from it. Accordingly, neither I nor any of my employees accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled. The financial information is prepared at your request and exclusively for your benefit. Neither I nor any of my employees accept any liability of any kind whatsoever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

In order to assist in the preparation of the Financial Reports I hereby authorise Toni Walker Ltd to contact my bank, solicitor or other parties who may be able to assist directly.

CLIENT SIGNATURE _____ **DATE** _____