WALTHALL WARD LTD
Chartered Accountants

Ground Floor
642 Great South Road, Ellerslie
P.O. Box 62-596
Kalmia Street, Auckland
New Zealand

Ph: (09) 579 7354 Fax: (09) 525 7528
Email: office@walthallward.co.nz
Website: www.walthallward.co.nz

Directors:
David Walthall B.Com, CA
Ruth Ward B.Bus, CA

Year End Questionnaire – 31 March 2011

We are at the end of another financial year and it is therefore timely to remind you of the need for you to begin collating your records to assist us in the preparation of your Annual Financial Statements and Tax Return(s).

To assist you in this we have enclosed our Annual Information Questionnaire which we would ask you to complete as far as possible.

Would you please contact us to arrange a meeting as soon after balance date (31 March 2011) as possible and bring with you all of your accounting records and the completed questionnaire.

The time that you spend prior to that meeting collating your records will minimise delays in the completion of your Financial Statements and Tax Return(s).

If any information is missing would you please arrange for copies to be obtained prior to our meeting with you.

If you would like to discuss any matter relating to the enclosed please do not hesitate to contact us.

Yours sincerely
WALTHALL WARD LIMITED

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2011 YEAR END QUESTIONNAIRE

Client Name:		**Business Phone:** **Home Phone:**	
Balance Date:	31 MARCH 2011	**Fax:** **Email:**	

TO: Walthall Ward Limited

Terms of Engagement

*I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending **31 March 2011**. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.*

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 above assignments.

You are hereby authorized to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow our organisations' main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account

Financial Statements prepared by you will carry the following statement:

Scope
On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of **Client** for the period ended ***Date.*** These have been prepared in accordance with the Financial Reporting Act 1993 described in Note 1 to the financial statements.

Responsibilities
You are solely responsible for the information contained in the financial statements and have determined that the Financial Reporting Act 1993 used is appropriate to meet your needs and for the purpose that the financial statements were prepared.
The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken
A compilation is limited primarily to the collection, classification, and summarisation of financial information supplied by our 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 materials from which the financial statements have been prepared.

Signature ____ *Date* ______________________

Convenient time to call you is: and/or alternative phone number to above is:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes ☐ No ☐
How would you like to receive your final accounts?	Interview ☐ Posted to You ☐ E-mail ☐

Has the nature of your business changed in any way during the past 12 months?
If yes, please provide brief details:

In order to complete your **2011** annual financial statements and income tax returns we require the information detailed below. Please complete this form and return to us together with your source documents. Once you have gathered your records together please arrange for an appointment with us. If you require any clarification on any points please contact us as soon as possible.

To assist with the preparation of your financial statements, please sign the authorisation form on the front page of this document.

FINANCIAL STATEMENTS

1. Transactions

Depending on how you maintain your records we will require either:

a) Bank statements/cheque butts/deposit books

or b) Cash book/bank statements

or c) Computerised trial balance, general ledger and copies of journals posted throughout the year.

or d) Backup – Accredo/Easybooks/Cash Manager/MYOB

2. GST

Copies of all returns and supporting calculations for the year.

3. FBT

Copies of all returns and supporting calculations for the year.

4. Stock on Hand

Stock list and value as at 31 March 2011. Please note that stock items should be recorded at cost excluding GST.

5. Work in Progress

List of WIP and value as at 31 March 2011.

6. Cash on Hand

Amount of any cash (other than bank account balances) on hand at 31 March 2011.

7. Accounts Payable

List of all amounts owed by you as at 31 March 2011.
The list should show who the debt is owed to and the amount and the type of expense it is (E.g. materials, subcontractors). Identify whether these include or exclude GST.

8. Accounts Receivable

List of all amounts owed to you as at 31 March 2011.
Identify whether these include or exclude GST.

9. Fixed Assets

Details of assets purchased or sold during the year. Please check through the fixed asset schedule provided with last years accounts and advise of any items scrapped, written-off, taken for personal use or traded-in during the year.
Where applicable please provide the following details:

- Hire Purchase or loan agreements
- Lease agreements
- All legal statements and agreements
- Trade-in details
- Lost, stolen or scrapped items
- Copy of Tax Invoice

10. Borrowings/Hire Purchase

Documentation supporting all loans for the year ended 31 March 2011.
(E.g. hire purchase, mortgage, etc).

11. Solicitors Statements

Settlement statements are required in respect of the sale or purchase of any land, buildings or businesses.

12. Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description: ______________________

Business ______ km
Total ______ km
Percentage Business ______ %

Vehicle Description: ______________________

Business ______ km
Total ______ km
Percentage Business ______ %

Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

13. Use of Home/ Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Power	$______________	Business Area
Insurance (Building only)	$______________	___________ M
Interest (House Mortgage)	$______________	
Rates	$______________	Total Area
Repairs & Maintenance	$______________	________ M
Other	$______________	
Total	**$**______________	
Cost of House and Section	$______________	
Cost of Section	$______________	

Construction materials: (timber, brick, etc)

____

14. Other Information

a. Do you have Income Protection Insurance? **Yes / No**
If Yes please provide details

b. Do you have any personal interest that was paid by you over the year? **Yes / No**

c. Were all takings banked into your business trading Account? **Yes / No**
If No, please give $ value: $__________________

d. Were any business purchases taken for Private Use? **Yes / No**
If Yes please give $Value $ _________________

e. Were any business expenses paid for out of pocket? **Yes / No**
If Yes please give details & $ Value: $________________

OTHER BUSINESS INCOME

Please provide us with the following additional information:

1. Interest Received: - RWT Certificates
2. Dividends Received: - Dividend Certificates
3. Overseas Income: - Interest/Dividend Certificates or Details of Other

EMPLOYERS

Please provide the following with your source documents

- IR345/6 Employer deduction forms
- Employer Monthly Schedules
- Payroll Reports

INTEREST PAYERS (IR15'S)

If you have filed monthly IR15P Returns during the year ended 31 March 2011 please forward copies of the following:

- IR15P Monthly Returns
- IR15S Interest Payer Reconciliation Statement (if completed)

REBATES – Child Care & Donations

If you would like us to complete your rebate return for the year ended 31 March 2011 please forward all donation & child care receipts.

RENTAL PROPERTIES

1. Rental income received for the year ended 31 March 2011.
2. Details of all expenses for the year ended 31 March 2011.
3. Loan/Mortgage statements for the year ended 31 March 2011.
4. Settlement statements are required in respect of the sale or purchase of any land and buildings.

TRUSTS – GIFTING

Please provide copies of the following documents if any completed during the year ended 31 March 2011:

1. Copies of any Deeds of Acknowledgements of Debt;
2. Copies of any Deeds of Forgiveness Debt;
3. Copies of any Gift Statements;

OVERSEAS INVESTMENTS

Do you have any overseas investments **Yes / No**
If yes, please provide complete details.

INDIVIDUALS

Please ensure you provide us with the following for all individual returns:

1.	Interest Received:	- RWT Certificates
3.	Dividends Received:	- Dividend Certificates
4.	Overseas Income:	- Interest/Dividend Certificates or Details of Other.
5.	Rebate Claims:	- Rebate claim form (IR526) and donation/child care receipts, **OR** - Copy of your completed Rebate claim form (IR526)
6.	Expenses:	- Details of any Income Protection Insurance paid.
7.	UK Pension:	- Copies of bank statements for the year ended 31 March 2011 showing the NZ amount received.

WAGES/NATIONAL SUPER/BENEFITS

Please indicate whether you received any of the following (and provide details):

		√ : Names & Dates:
1.	Wages	☐: ______________________
2.	ACC Payments	☐: ______________________
3.	National Superannuation	☐: ______________________
4.	Any other Benefits	☐: ______________________
5.	Withholding Income	☐: ______________________

In most cases the IRD will have sent us these details direct, however, we do need to check all details have been included.

FAMILY ASSISTANCE

Please provide us with the following information so we can complete your Family Assistance claim:

1. Copy of your completed application form (FS1)
2. If you had a child born within the current financial year you may be eligible for the Parental Tax Credit, please their IRD Number if you already have one.
3. Where a child is now financially independent during the current financial year, please advise the date they left school.
4. If you have received Family Assistance during the year, please supply the certificate issued to you.
5. Also provide details of any maintenance payments made or received.
6. Children's IRD Numbers;
7. Please supply full names and birth dates of all children.

Child's Name	**IRD No.**	**Date of Birth**	**Date left School**