

# Basic Client Questionnaire / Checklist – 31 March 2019

Name: \_\_\_\_\_

✓ or N/A

**1. Bank statements – Even if you use Banklink or Xero**

For **all** business bank accounts please provide statements showing the **closing balance at 31 March 2019** please include:

- Main Accounts
- Savings Accounts
- Term Deposits
- Credit Cards

NB: If you are not using Xero, or another accounting system, please supply statements for the full year from 1 April 2018 to 31 March 2019.

**2. Loan statements**

Either of the following is required for each business loan:

- Loan summary as provided by the bank, or
- Loan transaction listing from 1 April 2018 to 31 March 2019, showing payments made, interest paid and the interest rate at balance date

**3. Accounts Receivable – Debtors (see attached sheet)**

List of all amounts owing to you at balance date, excluding any bad debts. Please also provide a list of all bad debts written off during the year.

NB: Bad debts must be written off prior to balance date.

**4. Accounts Payable – Creditors (see attached sheet)**

List of all amounts owing by you at balance date indicating the name of the creditor, amount owing and what the debt is for.

**5. Cash held at balance date**

- Cash on Hand (sales not yet banked) \$ \_\_\_\_\_
- Petty Cash \$ \_\_\_\_\_
- Till Floats \$ \_\_\_\_\_

**6. Stock and Work in Progress**

- Stock on Hand \$ \_\_\_\_\_ GST Included / Excluded
- Work in Progress \$ \_\_\_\_\_ GST Included / Excluded

**7. Specific invoices required**

- Insurance premiums and payment schedules, including income protection insurance
- Legal fee invoices

Please also provide your records folders containing all invoices and any other relevant information.

**8. Capital Expenditure**

Details of any assets purchased, sold or disposed of during the year. Review the asset schedule as provided in your 2018 financial statements.

Information required:

- HP, lease or loan agreements
- Invoices
- Trade in details

**9. Transactions not through the business**

Has all income been banked to business bank accounts?

Yes / No

If no, please provide details.

Has all business expenditure been paid through business bank accounts?

Yes / No

If no, please provide details.

**10. Home Office Expenses (does not apply to rental or investments)**

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

Electricity \$ \_\_\_\_\_

Insurance (building & contents) \$ \_\_\_\_\_

Interest (house mortgage) \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Other (please specify) \$ \_\_\_\_\_

Area used for business \_\_\_\_\_

Total area of house & workshop \_\_\_\_\_

**11. Other Income**

- Interest certificates
- Dividend statements
- Investment reports
- Details of any other income, including overseas income

**12. Donations**

Would you like us to complete your rebate claim form?

Yes / No

If so, please attach all donation receipts

**13. Working for Families**

Children's Names	IRD No.	Date of Birth	Date left home/school



**Accounts Payable (Creditors)**  
**Amounts owing by you at 31 March 2019**

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<b>Client Name</b>	
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<b>Name of Creditor</b>	<b>Description of Goods</b>	<b>Code</b>	<b>Total Incl. GST</b>

<b>Totals</b>	
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**Privacy Act Declaration**

The following gives us authority to talk to third parties and obtain information required for the preparation of your financial statements and tax returns, ACC levy information and ACC online account access.

**You are hereby authorised to communicate with my Bankers, Solicitors, ACC and other third parties to obtain such further information as you may require in order to carry out the above assignments.**

**In accordance with The Privacy Act 1993, I authorise Ogier Chartered Accountants Limited to collect information on my behalf for the purpose of any undertaking for me by them. I understand that this information is for the use of Ogier Chartered Accountants Limited and its agents only. All collected and supplied information will be held securely at the offices of Ogier Chartered Accountants Limited, with appropriately limited access, updated as necessary and I will be allowed access and the right to request correction of that information.**

**All disclosures of my personal information to third parties other than those directly related to the purpose for which the personal information was obtained must be specifically authorised by myself.**

**I authorise Ogier Chartered Accountants Limited to obtain information from the Inland Revenue Department concerning my personal and business tax affairs. This authorisation is for the business and not restricted to the name of one specific person. This authority is for all tax types' not specific tax types. I am aware that Ogier Chartered Accountants Limited can obtain information from the Inland Revenue Department by telephone, internet and info-express.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For and on behalf of:

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\_\_\_\_\_  
\_\_\_\_\_  
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