

# Chatfield & Co Limited

CHARTERED ACCOUNTANTS

## 2009 Annual Income Information Sheet

_____	
_____	
(Client Name)	
Balance Date    ___ / ___ /	
(If details on label are incorrect, please amend)	Phone

In order to ensure that we have all the information we require to efficiently and accurately complete your Financial Statements for the 2009 financial year we request that you complete the following information summary. This will also act as a guide to you as to the information we require.

Once you have completed the forms please sign in the space provided at the foot of this page, accepting the **Terms of Engagement** and return them to us with the information required to enable us to complete your Financial Accounts and Returns of Income.

**If you encounter any difficulties in completing this form please telephone us and we will provide you with assistance or we will visit you and complete the form with you.**

### **TERMS OF ENGAGEMENT**

I accept responsibility for the accuracy and completeness of the information supplied herein which is to be used in the preparation of my Financial Accounts and Income Tax Return. Chatfield & Co Limited is not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my Financial Accounts. I understand your work may not necessarily detect error or fraud and that you accept no liability for the accuracy and completeness of the information supplied by me.

I further understand that the Financial Accounts will be prepared at my request and for my special tax purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed herein. I accept responsibility for any failure by me to supply all relevant records and information to you. The information contained herein is correct according to the best of my knowledge and belief.

I agree to personally indemnify Chatfield & Co Limited for fees outstanding. I agree that Chatfield & Co Limited shall be entitled to exercise a general lien over all the books, records, related documents and other such chattels that may come into the possession of Chatfield & Co Limited for the purpose of performing professional services for me until all costs and charges whatsoever of Chatfield & Co Limited for professional services of any nature to me have been fully paid.

I also give Chatfield & Co Limited my full authority to obtain information from my Bank, my lawyer, my Financial Advisor, WINZ and the Inland Revenue Department for any purposes relating to my affairs. Without limiting the above this authority also applies for the obtaining of information from the Inland Revenue Department about all tax types. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I give my full authority for this statement to be used as written confirmation of my agreement to your obtaining information from the Bank, lawyer and Inland Revenue Department for the above mentioned purposes.

**SIGNATURE:**

**DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<b>All Clients Please complete the following</b>		
<b>1. Interest Income or other Investment Income.</b> Please provide all interest and withholding tax notices received from the bank or other financiers.	Yes	No
<b>2. Dividends Income.</b> Please provide all dividend payment slips for dividends received.	Yes	No
<b>3. Residency.</b> Have you ever lived outside New Zealand? If YES, how long have you live outside New Zealand? _____  And when did you arrive in New Zealand and become a NZ resident? _____  If you believe you are not a NZ resident for tax purposes, please write a note to us to explain why.  <i>Transitional resident rules may apply in your favour if you arrived here after 31 March 2006. Investment in Life Insurance policies, superannuation schemes, accrued superannuation entitlement, annuities and pensions can be subject to tax but may be exempt. You need to give us details if you have any of these.</i>	Yes	No
<b>4. Family Details</b> Please supply the following details, in case you are entitled to Working for Families Tax Credits. a) The following details of children if you are the principle child carer. Name    Date of Birth    Child's IRD No or their birth certificate. The date started caring or the date stopped caring if you did not care for them for the full year. b) Mother and Fathers income for the year, and please advise us if their circumstances changed during the year.	Yes	No
<b>5. Student Loans</b> Details of any student loans.	Yes	No
<b>6. Other Matters we should be aware of.</b> If there are any other matters we should be aware of, please advise, or call us.	Yes	No
<b>Please continue if you have are in business, a company, a trust or have a rental property</b>		
<b>7. Do you use an accounting program?</b> If yes, please provide us with a back up of the program and the following: d) Name of accounting program and version. e) Program _____    Version _____ f) Password if applicable. g) Please supply printout of trial balance and Profit and Loss for the full year, and Balance Sheet as at balance date. h) A list of aged debtors and creditors as at balance date. i) Bank reconciliations for all bank accounts and a copy of the last bank statement for each account.	Yes	No
<b>8. Do you write up a cashbook</b> a) Has it been reconciled to the bank statements? Please supply a copy of the last bank statement showing where the cashbook was reconciled to. b) Please provide an explanation what the following expenses were for:- Fixed assets, repairs & maintenance, legal, entertainment, lease, rental and hire purchases.	Yes Yes	No No

<p><b>9. Do you use Banklink?</b> If yes, please provide -</p> <p>a) Last bank statement of all bank accounts showing balance as at balance date.</p> <p>b) Details of Unpresented cheques and deposits at balance date.</p> <p>c) Cheque number of the last cheque written at balance date. _____</p> <p>d) Please provide copies of bank statements for any other bank or investment account that is not on the Banklink</p>	Yes	No
<p><b>10. If you have not provided any of the above please provide the following.</b></p> <p>a) Bank statements for the year.</p> <p>b) All cheque and deposit books for the year.</p> <p>c) Mark any deposits or expenses that are private.</p> <p>d) Itemise all deposits that are not income. E.g. capital items sold, or funds borrowed.</p> <p>e) Give details of any electronic or automatic payments made, if not detailed on the statement.</p>	Yes	N/A
<p><b>11. Credit Card Transactions</b></p> <p>a) Have these transactions been included in computer program, cash book, or banklink.</p> <p>b) Do you use credit cards for business transactions. If yes, please supply the statements, showing clearly any business expenditure.</p>	Yes	No
<p><b>12. Cash on Hand</b></p> <p>Please provide details of any cash on hand at balance date.</p> <p>a) Cash or cheques on hand waiting to be banked. _____</p> <p>b) Petty cash float. _____</p> <p>c) Till float. _____</p>	Yes	No
<p><b>13. Cash Income from Sales used to pay suppliers or banked into another bank account.</b></p> <p>Please supply a list of payments made for business expenditure (identifying nature of expense, e.g. wages), or for personal expenditure or amounts lodged into other bank accounts.</p>	Yes	No
<p><b>14. Cash taken for personal use?</b></p> <p>Please provide details of cash taken for personal use.</p>	Yes	No
<p><b>15. Income</b></p> <p>Was 80% of business income received from services personally performed by one shareholder (or relative) to a single customer or group of related customers?</p>	Yes	No
<p><b>16. Rental Income</b></p> <p>Please list income and expenditure for each property for the year and provide copies of bank statements if a separate rental account is used.</p> <p>If any properties are purchased or sold during the year, please supply all solicitor's settlement statements and a copy of either an independent or the Government valuation.</p> <p>Further detail is require for the following:</p> <p>a) Explain what repairs and maintenance expenses were for.</p> <p>b) Property management statements if used.</p> <p>c) Copies of legal invoices or reasons for expenses.</p> <p>d) Itemise assets purchased and sold showing dates and if the assets were second-hand or new.</p>	Yes	No

<p><b>17. Stock on Hand.</b> (Keep stock sheets for 7 years).          If you have stock on hand at balance date          a) Stock should be counted and separate stock sheets prepared for resale, stock used in production and manufacture.          b) Date of stock count and valued. ___/___/___ \$ _____          c) Are the stock values GST inclusive.          d) If you account for stock in you computer program, does your stock take agree to the balance in your ledger.          Please provide details of any obsolete or damaged stock you have not included.          Livestock, please refer to separate sheet.</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
<p><b>18. Work in Progress.</b>          Any work in progress, at balance date, must be counted, valued and schedules prepared as per stock. Work in progress should be valued at cost of materials, direct labour, factory overheads after deducting progress payments. Do not include profit margin.          Date of count and value ___/___/___ \$ _____          Have you included GST?</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
<p><b>19. Goods taken for personal Use</b>          Value of goods taken for personal use \$ _____ Amount including GST.</p>	<p>Yes</p>	<p>No</p>
<p><b>20. PAYE Are you registered as an employer?</b>          a) Did you pay any holiday pay or bonuses within 63 days of your balance date?          If yes, please provide details.          Holiday Pay _____ Bonus _____</p>	<p>Yes</p>	<p>No</p>
<p><b>21. Fringe Benefit Tax (FBT). Are you registered?</b>          If yes and we do not prepare your FBT returns, please provide us with copies of your returns and your workings to support you FBT returns.</p>	<p>Yes</p>	<p>No</p>
<p><b>22. Goods and Services Tax (GST). Are you registered?</b>          If yes and we do not prepare your GST returns, please provide us with copies of the returns and your workings to support your GST return.</p>	<p>Yes</p>	<p>No</p>
<p><b>23. Debtors.</b>          Debtors are people that owe you money at balance date.          Please provide a list of the names and amounts owed to you and how long this amount has been outstanding.          Please note any amounts included in the list that <i>do not</i> relate to sales.          Have you included GST in these figures?</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
<p><b>24. Creditors.</b>          Creditors are people that you owe money to at balance date. Please provide a list of the names, amount owed by you, and indicate what the amount is for. Please ensure you include the PAYE if you pay wages.          Have you included GST in these figures?</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
<p><b>25. Mortgages, Loans &amp; Hire Purchases</b>          Please provide full details of all business loans outstanding at balance date, and where possible provide a copy of documentation and agreements. Also confirmation of amount owing at balance date.</p>	<p>Yes</p>	<p>No</p>
<p><b>26. Interest and Dividends Received</b>          Dividend payment slips.          Bank withholding tax notices and where applicable bank statements for the deposit account.</p>	<p>Yes</p>	<p>No</p>

<p><b>27. Investments in Foreign Companies Shares, Unit Trusts or Life insurance endowment policies</b>  Do you hold any investments in foreign company shares?  If YES, please provide details of the company, shareholdings, purchase price, date of purchase and the country the company is resident in.</p> <p><i>Note: some Australian shares are exempt from the detailed reporting but all others may require greater disclosure and we will contact you regarding these.</i></p>	Yes	No
<p><b>28. Dividend and / or Interest Paid</b>  If you have made Dividend PAYE or Interest PAYE payments to the Inland Revenue Department, please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliations.</p>	Yes	No
<p><b>29. Repairs and Maintenance</b>  If information is not recorded <b>in full</b> on cheque butts, computer data or cash books, please provide details of <b>major</b> repairs and maintenance to business assets during financial year.</p>	Yes	No
<p><b>30. Business Expenses paid privately.</b>  Please provide full details of business expenses paid out of personal funds. Please indicate whether these were included in your GST returns.</p>	Yes	No
<p><b>31. Entertainment Expenses</b>  If any of the following apply, please provide details:  a) Meals while travelling on business.  b) Meal allowances paid to staff working overtime.  c) Meals while on overseas business trip.  d) Entertainment at functions open to the public and with trade displays.</p>	Yes	No
<p><b>32. Private Portion of Costs paid by the Business</b>  \$ _____ or %  a) Travel \$  b) Telephone and Tolls \$  c) Power and Light \$  d) Goods for Own Use. \$  e) Other \$</p>	Yes	No
<p><b>33. Sale or Purchase of Fixed Assets</b>  Please list all business fixed assets purchased, sold or traded-in during the year. Please provide the following details:  a) Date purchased or sold.  b) Description of assets.  c) Purchase price and if the price includes GST, was the item new or second hand.  d) Sale price and if the price includes GST.  e) Were any of these items purchased on Hire Purchase?</p>	Yes	No
<p><b>34. Land and Buildings</b>  a) Where the business has purchased or sold land and buildings, please also supply a copy of the legal settlement statements and indicate which items have been claimed for GST (if any)  b) Where land and buildings have been purchased together for one price, please supply either the latest government valuation or any valuation obtained at the time of purchase.  c) Were any assets bought or sold to an associated person, (e.g. a family member, or business partner, or trust).</p>	Yes	No



<p><b>40. Capital Commitments</b> A capital commitment is a capital liability that you have entered into that will take place in the next financial year or future financial years.</p> <p>Please provide details of any capital commitment that you are committed to.</p>	Yes	No
<p><b>41. Rental Income</b> Please list income and expenditure for each property for the year and provide copies of bank statements if a separate rental account is used. If any properties are purchased or sold during the year, please supply all solicitor's settlement statements and a copy of either an independent or the Government valuation. Further detail is require for the following: e) Explain what repairs and maintenance expenses were for. f) Property management statements if used. g) Copies of legal invoices or reasons for expenses. h) Itemise assets purchased and sold showing dates and if the assets were second-hand or new.</p>	Yes	No

<p><b>Companies</b></p>		
<p><b>42. Company Information</b> Please provide full details if answering yes to any of the following. a) Has the registered office been changed since 1 April 2008? b) Has the Company's place of business changed since 1 April 2008? c) Has there been any change to the company shareholding or directorship? d) Have the shareholders or directors changed their address? e) Has the shareholding been changed during the year? <i>If yes</i>, provide details of the No of shares, date of transfer, previous Shareholder and new Shareholder's name and address. f) Are there any changes in Registered Charges (i.e. new borrowings)? g) Has any Director entered into a contract with the company, or has an interest in a contract in which the company has entered into.</p>	<p>Yes Yes Yes Yes Yes Yes Yes Yes</p>	<p>No No No No No No No No</p>
<p><b>43. Livestock and Farming.</b> Please provide a full breakdown of stock on hand as at balance date, setting out the numbers by breed, age and description. If schedules are not attached, please contact us for the schedule required.</p>	Yes	No

Trusts		
<p><b>44. Trust Information.</b>  Please provide full details if any of the following apply?</p> <ul style="list-style-type: none"> <li>a) Has any gifting been made to the Trust during the year?</li> <li>b) Any changes to beneficiaries during the year? Please provide date of birth if any are under 25 at 31 March 2009.</li> <li>c) Any change to the Trustees during the year? Please provide date of resignation, name of previous Trustee, date of appointment, and name of new Trustee.</li> <li>d) Has the Trust made payments to the beneficiaries during the year and since Balance Date?</li> <li>e) Have any changes been made to the Memorandum of Wishes?</li> <li>f) Have there been any resettlements or variations to the trust deed?</li> <li>g) For new trusts, please provide us with a copy of the trust deed, and details of any investments purchased or transferred from the settler to the trust.</li> </ul>	Yes	No