



HC PARTNERS LP
Chartered Accountants

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Name _____

Address _____

2011 ANNUAL QUESTIONNAIRE

In order to prepare your financial statements and taxation returns, would you please provide the following information set out on the attached form and also supply the following records.

PLEASE NOTE THIS FORM SHOULD BE SIGNED AND RETURNED TO US WITH YOUR PAPERS.

1 RECORDS REQUIRED FOR ACCOUNTS/TAX RETURN PREPARATION

IF YOU USE ACCOUNTING SOFTWARE

(a) If we input your data throughout the year, **please go straight to Question 3**

(b) If you prepare your own computer based cashbook (excluding BankLink), please print the following reports or supply a backup of the years data – ensuring that your back up has worked and that the reports do actually balance.

Analysis by Code/Ledger report

Trial Balance with extended codes

Last bank statement for each of the accounts used

Back-up Disk/CD/Memory stick (that works) attached

Please Note: If you operate the Banklink cashbook system this does mean that we have access to a large component of the information requested.

Please now go to Question 2

IF YOU DO NOT USE ACCOUNTING SOFTWARE

If you prepare a manual cashbook or keep other manual records please enclose the following.

Manual Cashbook

Statements for all accounts

Cheque butts

Paid Accounts

Credit Notes

Deposit Books

Please check these records are for the full year

2 GST WORKINGS AND RETURNS

Please supply all; GST Returns and Workings including private use adjustments made for power, tolls, insurance, car expenses etc.

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Directors of the General Partner Christopher John Stark | Duncan Clement Brand | Paul Wolfenbuttel
Nigel James Gormack | Belinda Jane Kelly | Craig Douglas Copland
General Partner HC Accounting Limited



3. CAPITAL EXPENDITURE

Motor vehicles, plant and equipment, land and buildings – full details of purchases and sales including trade-in prices and hire purchase particulars (attach hire purchase agreements).

Date of Purchase Sale/Trade-in	Description	New/Second-hand	Amount Paid (GST Inclusive)
.....
.....

PLEASE CHECK THE ASSET SCHEDULE IN LAST YEARS ACCOUNTS AND NOTE ANY ITEMS SOLD OR WRITTEN OFF. If insufficient space please provide a separate schedule

4. TERM LOANS/HIRE PURCHASE CONTRACTS

Please supply documentation showing the balances of all Term Loans at balance date with the current interest rate and term of the loan(s).

If you have refinanced or entered into Hire Purchase contracts during the year, **please supply all documentation.**

5. MISCELLANEOUS INFORMATION

Power account showing the credit for the South Canterbury Power Trust dividend (usually December or January)

Dividend, Rebate and Bonus Advice slips and statements/letters detailing any share changes for any Company in which you hold shares

Fringe Benefit Tax returns (if relevant)

Statements for all savings accounts

Annual interest received advice slips

Details of any Investments made/withdrawn

All insurance Invoices

Latest Rating Valuation (if applicable)

Any other miscellaneous income

6. WORKING FOR FAMILIES

Please show names, dates of birth and IRD Numbers of all children under the age of 18 not in full employment, or receiving benefits or Student Allowances, or 18 and still at school. This will enable us to estimate whether you have any entitlements due. Please supply Birth Certificates for any children born during the year, who have not yet been issued with an IRD Number. If your child left school during the year, please advise the date of leaving school.

<u>Name of Child</u>	<u>Date of Birth</u>	<u>IRD Number</u>	<u>Date Left School</u>
.....
.....
.....

Have you married, separated or changed family circumstances during the year
If YES please provide details **YES / NO**

Have you had a baby during the year? **YES / NO**

If yes, have you claimed the Parental Tax Credit?
Or Paid Parental Leave? **YES / NO**

If your Partner files his/her own Return of Income, we need a copy of their tax return or details of total income

Hours of work required for some Working for Families

In a single parent family, do you work 20 hours or more per week? **YES / NO**

In a two parent family, are your combined hours 30 or more hours per week? **YES / NO**

7. DONATIONS

Have you filed a Donation, Childcare/Housekeeper payment rebate form? **YES / NO**
If NO please supply details of any payments made.

DISCLAIMER BY HC PARTNERS LP : CLIENT COMPUTER RECORDS

If you supply financial information to us from your own computer you should be aware that we will not, as part of our Financial Statement preparation, check the accuracy of all transactions you have processed. We will therefore not be responsible for penalties imposed by the Inland Revenue Department as a result of an Audit that identifies incorrect treatment of claims or income.

If you are uncertain on the taxation treatment of any item, it is your responsibility to bring it to our attention.

AUTHORITY TO HC PARTNERS LP

I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Unless I otherwise instruct you, the financial statements are to be prepared as a *Special Purpose Report*, to be used by me for taxation purposes only.

I also authorise you to obtain any necessary information, whether electronically or otherwise, held by the Inland Revenue Department in respect to all tax types and any other information from any Organisation.

Name: _____

Signed:

Date: