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.

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	☐	Paid Accounts	☐
Statements for all accounts	☐	Credit Notes	☐
Cheque butts	☐	Deposit Books	☐

Please check these records are for the full year

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

2 GST WORKINGS AND RETURNS

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

3. CASH ON HAND

Cash on Hand including cash floats held and cash sales received prior to balance date but not banked until after balance date

Cash Float $....................

Sales not banked $....................

4. ACCOUNTS RECEIVABLE (Accounts owing to you)

Please ensure **all** bad debts have been written off before balance date and deleted from the list of debtors

$....................
(Includes/ Excludes GST)

5. WORK IN PROGRESS

Work in Progress should be valued at materials and labour cost and any direct overhead expense at cost

$....................
(Includes/ Excludes GST)

6. STOCK ON HAND

All stock to be physically counted, and adequate records retained to substantiate the physical count and any adjustments to arrive at the dollar value at balance date.
Stock is to be valued at the lower of cost, market selling value or replacement price.

$....................
(Includes/ Excludes GST)

7. ACCOUNTS PAYABLE (Amounts owing by you)

Please include a **detailed list** of all amounts owing by you at balance date and what each item is for. (e.g. Purchases, Motor Vehicle, Power etc)

$....................
(Includes/ Excludes GST)

8. 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

9. PRIVATE MOTOR VEHICLE

(a)

Motor Vehicle	Model	Maintained a Log Book	Business Percentage
....	....	YES/NO	....
....	....	YES/NO	....
....	....	YES/NO	....

(b) A new log book is required if it has been over 3 years since log book kept or new vehicle purchased.

(c) Please ensure that private vehicle expenses (fuel, repairs and insurance) are able to be identified.

10. PRIVATE USAGE

Please supply an estimate of the value of business goods taken for private use and the cost for the year

$......................
(Includes/ Excludes GST)

11. INSURANCE

Please enclose all annual premium advice notes, or advise details of the following

Item Insured	Insurance company	Premium
Private Vehicles	....	....
House Owners	....	....
House Contents	....	....
Other Private Items (eg Boat)	....	....
Personal Accident Insurance***	....	....

***Does this include income replacement? **YES/NO**

12 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.**

13 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
- [ ] All dividend advice slips for dividends received
- [ ] Latest Rating Valuation (if applicable)
- [ ] Any other miscellaneous income

14 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.

Name of Child	Date of Birth	IRD Number	Date Left School
....	....	....	....
....	....	....	....
....	....	....	....

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

If YES please provide details ....

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

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

15 GENERAL INFORMATION

All takings were banked into my business trading account **YES / NO**
If no these were applied

For personal expenditure $......................

For business expenditure $......................
(Details of nature of expenditure attached)

Lodged into other bank accounts $......................
(Details attached)

Was any non business income banked into your business Account **YES / NO**
(Details attached)

Were any business expenses paid for by you personally out of private funds? **YES / NO**
(e.g. Entertainment, travel expenses, subscriptions etc) (Details attached)

Where you use your home for business purposes:
Please provide the portion of the total area used for business. ....%

List separately the total outgoings for your home (per annum) for Insurances, Interest, Rates, Power, Repairs etc (if these details are not included elsewhere in the other information being forwarded). $......................

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

Would you like us to supply a copy of your accounts to your Bank. **YES / NO**
Is there a requirement to have the accounts produced by a specific date **YES / NO**

Reason (bank covenant etc) ______________________________

Date Required ______________________________

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:** ....

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

Please be aware that supplying incomplete records could require us to obtain missing information from your Bank, solicitor, etc, which may result in additional charges.

UPDATE OF CONTACT DETAILS

If any of the details below have changed over the past year, could you please provide us them.

Phone Number: (0__) ____________________________________

Fax Number: (0__) ______________________________________

Mobile Phone Number: 02__ - ____________________________

E-mail Address: ____

Bank/Branch:____

Solicitor: ____