

Business Name:			
Postal Address:			
Mobile Phone:		Email:	

**Please provide the following:**

- Final bank statements for **all** business bank accounts, showing closing balance/s at 31 March 2024.
- Copy of **all** loan statements for the full financial year ending 31 March 2024.
- Copy of **all** interest & Dividend Certificates.

**Please complete/provide the following where applicable:**

*If not applicable, please write N/A*

<b>Cash on Hand related to customer payments at 31 March 2024</b> <i>Where not banked until after 31 March 2024.</i>	\$ _____
<b>Date Cash Banked</b>	

<b>Petty Cash on hand at 31 March 2024</b>	\$ _____
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<b>Stock on Hand at 31 March 2024</b> Stock should be physically counted at balance date & adequate records retained to substantiate the dollar value arrived at.  <i>Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</i>	Valued at lower of: <input type="checkbox"/> Cost <input type="checkbox"/> Net realisable value <input type="checkbox"/> Market value  \$ _____  <input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl
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<b>Work in Progress</b> Include material costs, labour costs & overhead costs. Briefly, how was this calculated?  _____ _____ _____	\$ _____ <input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl
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<b>Prepayments</b> Please advise value of payments received in advance for work not yet completed?	\$ _____ <input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl
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<b>Did you receive the Covid-19 Wage subsidy? <i>If yes, please complete below</i></b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Tick one)</i>
<b>Number &amp; Type of subsidy – Full-time/Part-time</b>	<b>Date Received</b>	<b>Payment \$ Value</b>

**Capital Expenditure** (new transaction between 1 April 2020 & 31 March 2024)

- Attach copies of invoices relating to any assets purchased (over \$1,000 excl. GST - if not already supplied)
- New Hire purchase or loan agreements
- New Lease agreements
- New Sale & Purchase agreements, associated legal statements & loan documents
- Please also review your Asset Schedule included in the last year financials & advise of any items that are no longer available (please contact us if you need a copy).

**Income & Expense Transactions not processed through the business bank account:**

1. Were all sales banked into your business trading bank account?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Tick One)
If No, list those amounts received & when they paid:	
	\$ _____
	\$ _____
	\$ _____
	\$ _____

2. Were there any business expenses paid from your personal funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Tick One)
If Yes, list details of expense, when paid:	
	\$ _____
	\$ _____
	\$ _____
	\$ _____

3. Did you purchase any goods through business for Private Use ?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Tick One)
If yes, what was the value of goods taken for private use (cost price).	\$ _____
	<input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl <input type="checkbox"/>

<b>Motor Vehicles</b>	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	
1. Vehicle Description: _____	
<b>Business KM</b>	
<b>Total KM</b>	
<b>Percentage Business (Total KM divided by Business KM =%)</b>	
2. Vehicle Description: _____	
<b>Business KM</b>	
<b>Total KM</b>	
<b>Percentage Business (Total KM divided by Business KM =%)</b>	
Please note that a detailed & 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.	
<b>FBT</b>	
If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for, & number of days the vehicle(s) were unavailable for private use e.g. Emergency calls & some out of town travel	
No. of days <b>not</b> available: _____	
<b>Home Office Expenses</b>	

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

<b>Area used for Business</b>	m <sup>2</sup>
<b>Total Area of House &amp; Workshop:</b>	m <sup>2</sup>
<u>Typical annual expenditure:</u>	
Power	\$
Insurance (Building & Contents)	\$
Interest (House Mortgage)	\$
Rates (including regional council rates)	\$
Rent (if not owned)	\$
Repairs & Maintenance	\$
Telephone	\$
Other Expenses:	\$
<b>Total</b>	<b>\$</b>

**Schedule 1 – Accounts Receivable (Debtors)**

Amounts owed to you at 31 March 2024  All A/Rec. invoices are recorded in Xero – no need to list below

Name of Debtor	Description of Sale	Total Incl. GST
<b>Total</b>		

**Schedule 2 – Accounts Payable (Creditors)**

Amounts owing by you at 31 March 2024

 All suppliers invoices are recorded in Xero – no need to list below

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

**To: Business Works Chartered Accountants - Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements & Taxation Returns for the year/period ending 31 March 2024. I/We undertake to supply all information necessary to carry out such services & will be responsible for the accuracy & completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, & 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. I/We understand that during preparation of the Financial Statements & Taxation Returns you will not be specifically investigating non-compliance with laws & regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements & Taxation Returns are prepared for my/our own use & to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, & that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies & all government agencies to obtain such information as you require in order to complete the above assignments. You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

All other terms & conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

**Signature** \_\_\_\_\_**Date** \_\_\_\_\_