

CLIENT INSTRUCTIONS:

ANNUAL ACCOUNTS QUESTIONNAIRES



Please select the appropriate 2018 Questionnaires which need to be completed before preparation of your financial statements.

We would ask you to ensure that the “Contact Details Verification” and Terms of Engagement forms are filled out to make certain that our contact details for you are correct.

By filling in as much detail as possible before you bring your records in, you can reduce the amount of time our office spends on following up any outstanding information. This helps to reduce your accounting fee. Please do not hesitate to contact us if any question needs clarification.

When your records are complete and the questionnaire is signed off, either:

- Forward them to us, or
- Arrange a time for us to pick up the records and discuss any issues.

Our aim is to provide you with a continuing annual high quality accounting service at an appropriate fee.

STOCK TAKE: This needs to be done on 31 March or NOW if not already done.

How can you help us get your Tax Return right? – Tell us about:

- any unusual transactions during the year.
- supply us with all relevant documentation relating to:

entertainment,

repairs and maintenance

overseas travel

any other relevant information to avoid potential misinterpretation which can be expensive under the tax penalties regime.

Professional Standards

Our role is to provide high quality financial information and advice appropriate to your personal needs and objectives.

We act professionally in your best interests within the code of ethics and professional guidelines of the NZ Institute of Chartered Accountants. This involves adherence to standards of:

- Confidentiality;
- Avoiding any conflict of interest which may prevent us acting in your best interests;
- Providing competent staff and advice to help you; and
- Charging fees on the basis of time and direct disbursement costs incurred.

Fees

We believe it is important for our clients to understand the basis of our fee calculation and our payment expectations.

- All services are charged on an hourly rate, based on the level of experience and training of the person performing those services.
- Disbursements paid on behalf of our clients are reimbursable and will be invoiced.
- Fees are calculated for time incurred on a monthly basis. These are payable by the 20th of the month following the invoice date. If your assignment is not completed by month end, a progress fee will be rendered. For clients and ourselves, we find that regular billing gives better control and helps budgeting and cash flow planning.
- **If you would like to pay your account in monthly instalments please contact this office.**

You are a valued client of Barlow McCormack Limited. We are here to help you at any time and welcome your queries. We look forward to our relationship continuing to grow in the coming months.

Trish McCormack
Barlow McCormack



BARLOW MCCORMACK LIMITED
CONTACT DETAILS VERIFICATION

BUSINESS NAME:

CONTACT NAME:

POSTAL ADDRESS:

PHYSICAL ADDRESS:

PHONE:

MOBILE:

EMAIL :

WEBSITE:

BANK ACCOUNT:

The Inland Revenue Department now require a Bank Account to Direct Credit any business income tax refund rather than issuing a cheque. Please complete the details even if you have previously provided them so we can ensure they are still correct. Enter the Bank, Branch and Account Name and Numbers

TERMS OF ENGAGEMENT

We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of financial statements. You are not to complete an audit, nor do we wish you to undertake a detailed review of our affairs in order to substantiate the accuracy of the information, and therefore you are unable to provide assurance on the financial statements. We understand your work cannot be relied on to detect error and fraud. We further understand that the financial statements will be prepared at our request, for our purposes only and that you will not be liable for any losses, claims or demands by any third party. You will prepare special purpose reports for non- company entities. We also accept responsibility for all other records and information supplied to you and for any failure by us to supply all relevant records and information to you.

We acknowledge that you will charge for your work based on time engaged and that invoices issued by you are payable by the 20th of the month following the date of the invoice unless a special arrangement has been made in writing. We agree to accept personal liability for your fees arising from those services we have asked you to undertake.

Although your invoice may not be addressed to the individual signing this form, we accept personal liability for your charges for this work.

I acknowledge that I may have to pay tax on various dates as prescribed by the Inland Revenue Department and that if I have not been advised of such payments it will be my responsibility to contact you to ascertain if tax is payable.

We give you our full authority to obtain information from the Inland Revenue Department relating to our business, for all tax types using telephone, internet or other mediums. We also give permission for you to contact our bank, or any other persons, for the purposes of obtaining information necessary to complete our returns of income and financial statements. We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but we give our full authority for this statement to be used as written confirmation of our agreement to your obtaining information from the Bank, the Inland Revenue Department, ACC and any other persons for the above-mentioned purposes.

We also acknowledge that you, as a professional accounting practice, are subject to a practice review by the Institute of Chartered Accountants. This requires that, from time to time, internal auditors within the Institute will review your files to ensure the quality of the work performed is up to the standard required. We give our full authority to allow these internal auditors access to our files on the understanding that this procedure is to review your performance only and not our affairs. We further understand that no copies of our records will be taken.

This terms of engagement will remain in force until withdrawn by notification in writing by either party.

Signed Date

on behalf of:

(list entities and individuals to which this applies)

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