

Business Name: _____

2023 Business Questionnaire – Year end ____ / ____ / 2023

Please complete this questionnaire, sign over the page and return with your records.

Information we need	Y/N/NA	Comment
Accounting Records Computerised accounting records - Software used _____ Other records -		
Bank Statements – Provide a bank statement or internet banking screenshot showing closing balance at year end for all business accounts		
Accounts Receivable (Debtors) Please provide a schedule		
Accounts Payable (Creditors) Please provide a schedule		
Cash on Hand/Float at Balance Date		\$
Loan Statements – Provide a copy showing closing balance at year end		
Hire Purchase Agreements – Provide copies		
Interest and Dividend Certificates		
Overseas income - including interest and dividend certificates, changes in overseas shareholding.		
Inventory/Stock on Hand at Balance Date <i>(Livestock on hand, please complete separate questionnaire)</i>		\$ GST Incl GST Excl
Work in Progress – include material costs, labour costs and overhead costs		\$ GST Incl GST Excl
Capital Expenditure - details of assets purchased/sold during the year. Please provide copies of invoices		
Transactions Not Through the Business – Please attach a schedule Were all sales banked into your business bank accounts? Were all purchases withdrawn from your business bank accounts? If No, list amounts and where they were lodged (e.g. personal a/c, cash)		
Legal and Loan Documents Please attach any solicitor's statements and Sale & Purchase Agreements Provide Agreements relating to any legal transactions during the year. Please include statements and agreements relating to any mortgages, hire purchases, leases or loans.		
Business Expenses - Please provide invoice/s There are a several expenses that we specifically require invoices for. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> Insurance premiums Legal fees 		
Motor Vehicles – Business percentage as per log book		%
Home Office Expenses – Percentage of home used for business. We can provide a separate questionnaire for you to complete, to include insurance, rates, telephone and internet, etc. if required		\$ %
Any other information – please attach details you think may be relevant.		

Business Name: _____

To: ROVA Chartered Accountants

Terms of Engagement

I/We hereby instruct ROVA to prepare my/our Financial Statements and Taxation Returns for the 2023 Financial year.

I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that ROVA will rely upon the information provided by me/us. ROVA's services are not intended to, and accordingly will not result in the expression by ROVA 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 the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform ROVA immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter I/We have signed. ROVA's Terms of Engagement are also available on the website <https://www.rova.co.nz/about/terms-of-engagement/>

If I/We have also instructed ROVA to prepare our GST/PAYE/FBT Returns or prepare wages on a regular basis. I/We accept that it is my/our responsibility to advise ROVA of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

ROVA are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however ROVA are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Please note: - Privacy and AML Due Diligence Requirement

ROVA are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as ROVA require in order to complete the above assignments.

Please complete the below contact details so that we can ensure our records are up-to-date.	
Work Phone	
Mobile	
Email	
Address	

Signed

Date

Thank you for completing this questionnaire.

We must have client questionnaires signed before we can start your end of year accounting work.