

### 20.... INFORMATION MEMORANDUM (Client Questionnaire)

The following information is provided for Mead Stark Ltd to compile finance statements for (name) with a balance date of:	
Please check the following details and amend if not correct or fill in if missing:	
Phone Fax	
Cell phone Email Address:	
Date of Birth ACC Number	
Bank account number you want	ffix
Please note it is a requirement that this form is completed, signed and returned to with your records we are unable to start your financial statements without it.	o us
<ul> <li>Software Cashbook         Please provide the following:         <ul> <li>Backup of the Reconciled Cashbook software (after updated for all Receivables and Payables and before rollover into the new financial year)</li> <li>Copy of the Bank Statements that shows the balance of the bank accounts at balance date</li> <li>Any Resident Withholding Tax certificates and/ or dividend certificates</li> <li>Current password</li> </ul> </li> <li>Printed Cashbook         <ul> <li>Please provide the following:</li> </ul> </li> </ul>	
<ul> <li>Print out or digital copy for the entire financial year ended</li></ul>	
No Cashbook	
<ul> <li>Please provide the following:</li> <li>Copy of <u>all</u> the Bank Statements for the entire year, and one month after balance date</li> <li>Copy of all savings and other bank accounts for the year</li> <li>All Cheque books used during the year (all details clearly completed on stub)</li> <li>All Deposit Books used during the year (clearly marked when not sales – i.e. tax refunds)</li> <li>Copy of all GST workings/calculations sheets for the year</li> <li>Any Resident Withholding Tax certificates and/ or dividend certificates</li> </ul>	

29 THE MALL, P O BOX 31, CROMWELL PHONE (03) 445 0616 FAX (03) 445 1693 EMAIL: cromwelldesk@meadstark.co.nz

38 ARDMORE STREET P O BOX 51WANAKA
PHONE (03) 443 8717 FAX (03) 443 8771
EMAIL: wanakadesk@meadstark.co.nz





#### BankLink/ Xero

Please provide the following:

- Copy of the Bank Statements that shows the balance of the bank accounts at balance date
- Any Resident Withholding Tax certificates and/ or dividend certificates

#### Mortgage/Loans/HP's

Transaction history print outs for the following borrowings:

If you have obtained any new mortgages, loans or bought any assets on hire purchase, please provide us with this documentation also

#### Land Transactions

Please provide any Legal statements and Sale & Purchase agreements for any land brought or sold during the year

#### Cash on Hand

Cash received before the end of business on balance date but not banked until the start of the next financial year together with all cash floats totalled:

\$
GST Exclusive

#### Trading Stock on Hand

This has been valued at the lowest of cost price, market selling price or replacement cost, taking into account the real value of old or obsolete stock. The stock sheets used have been retained by me/us to substantiate the physical count and the dollar value at balance date was:

You are not required to value your closing stock if your turnover is less than \$1.3million for the year and you estimate the true value of your stock to be less than \$10,000.

\$
GST Exclusive

#### Cash Transactions

Cash received but not banked during the year was:

- used for business expenses (e.g. stamps, wages, purchases) (details attached)
- used for personal expenditure
- lodged into other bank accounts (details attached)

## ST Inclusive \$ \_\_\_\_\_ \$ \_\_\_

#### Work in Progress

The value of unfinished work at balance date inclusive of material cost, labour cost, and overhead content, less any progress payments received and banked before balance date was:

\$	
GST Exclusive	

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CHARTERED ACCOUNTANTS
AUSTRALIA - NEW ZEALAND



•	Goods	used	Prive	ıtelv
	Goods	usea	FIIVL	IIEIV

The cost of goods used for private purposes and not paid for during the year amounted to:

\$	
GST Inclusive	

#### Business Expenses paid from Personal Funds

The following business expenses were paid from my/our personal funds

Purchases Postage

Freight/Courier

Telephone Rental

Other (please provide details)

G	ST Inclusive
\$	
\$ \$ \$ \$	
\$	
\$	

#### Business Motor Vehicle Expenses

The proportion of motor vehicle business use (as established by business running recorded in my/our logbook) is:



%

#### Home Office/Workshop

If part of your personal home is used to conduct some of your business activities, please provide the following details of household costs for the year:

Proportion of total personal home used for business purposes

My/our expenses in relation to the personal home for this year were as follows:

Interest on Mortgage

Insurance

Rates

Power

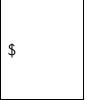
Repairs & Maintenance

Other (please provide details)

# GST Inclusive \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

#### Contingent Liabilities

These are potential debts, that may or may not be incurred by a business depending on the outcome of a future event, such as a court case. Examples - outstanding lawsuits, Legal liability, Destruction by Flood, product warranty, Tax Disputed Explanation of Liability



#### Capital Commitments

Did you enter into any agreements or contracts prior to balance date that commit your business to significant Capital expenditure

\$

Explanation of Liability

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CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND



#### • For Individuals Tax Returns

Item needed	Further Details	
Interest Certificates	All annual interest summaries (banks and investment organisations you have an investment with will send a summary for the tax year to you)	
Portfolio Reports	If you have funds handled by Fund Managers, we require a copy of the portfolio report	
Dividend Statements	All dividend statements from Companies you have shares in	
Income Details of:	Commissions, Partnerships, Estates, Trusts	
Rental Details	Income and expenses related to any property from which you received rents.	
Working for Families (Formerly Family Assistance)	Names and ages of any dependent children as support is available to people bringing up children. This entitlement depends on the number of children you have and the amount of your family income.	
Overseas Income	Any Income received from an overseas source (interest, dividends, royalties, commissions, rentals, partnership, company or trust income etc)	
Possible Additional Information	We may need at some later date all or some of your suppliers' statements and invoices. We will let you know if we require these.	

Debtors – Accounts owing to me/us

Debiois - Accounts owing to the/os				
NAME OF CUSTOMER	FOR	\$ INCLUDING GST	\$ GST	\$ EXCLUDING GST

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Creditors – Amounts owing by me/us

Greations 7 timesting by me, as					
NAME OF SUPPLIER	FOR	\$ INCLUDING GST	\$ GST	\$ EXCLUDING GST	

Whether you complete all the above or not we still require you to sign here to allow us to start your assignment, thank you.

Sign	Date

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