

Financial Statements Questionnaire – 31 March 2023

Please ensure this questionnaire is completed and included with your records - **Terms of Engagement**

Client Name	
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To: Janice Hughes Limited

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2023. 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 you will rely upon the information provided by me/us. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

All other terms and 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.

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

Signature _____

Date _____

Records Required	✓	Comment
<p>Bank accounts</p> <p>Please provide a copy of the bank statements for all business account as at 31 March 2023. Even if we have access to a Xero file, we require the bank statements to verify balances.</p> <p>Please confirm the value of any cash on hand as at 31 March 2023.</p> <p>Other Transactions – Of any income or expenses were paid outside of the business bank accounts please provide details of these.</p>		
<p>Accounts Receivable</p> <p>Please confirm the total value of money owed to the business as at 31 March 2023.</p>		
<p>Accounts Payable</p> <p>Please confirm the value of any payments owed by the business as at 31 March 2023.</p>		
<p>Stock & Work in Progress</p> <p>Please provide the value of any stock and work in progress as at 31 March 2023.</p>		
<p>Fixed Assets</p> <p>Please attach all invoices and receipts for any assets purchased over \$1000 during the year.</p>		
<p>Employees / Contractors</p> <p>Please provide a summary of employee / contractor payments detailing gross earnings and deductions per employee.</p>		
<p>Insurance</p> <p>Please attached all insurance policies paid for by the business, including any income protection policies.</p>		

<p>Home Office</p> <p>To calculate your home office claim, please provide the total paid in the period 1 April 2022 - 31 March 2023 for the following expenses.</p> <p>Please do not include any expenses already paid from Xero account, or specify if it is paid directly from Xero.</p> <p>House SQM _____</p> <p>Garage / Storage SQM _____</p> <p>Total SQM _____</p> <p>SQM used for Home office _____</p>		<p>Power & Gas \$ _____</p> <p>Telephone & Internet \$ _____</p> <p>Interest (Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs& Maintenance \$ _____</p> <p>Insurance \$ _____</p> <p>Rent \$ _____</p> <p>Other (please specify) \$ _____</p>
<p>Motor Vehicles</p> <p>Please provide a summary of all vehicles which are owned / paid for by the business.</p> <p>If a logbook has been kept please provide a copy of this.</p> <p>For vehicles used both for the business and personal (with no logbook) please confirm the percentage of use which is personal in nature.</p>		
<p>Travel</p> <p>For any significant travel (such as overseas trips) paid for by the business, please provide an itinerary of the trip detailing any personal elements.</p>		
<p>Wage Subsidy</p> <p>Please advise if you received the COVID-19 wage subsidy, the amount you received, and the date this was received.</p> <p>If you claimed the wage subsidy for the business, please advise how many part time and full time staff applied for, the amounts received, the date received and the name the application was made under</p>		
<p>Other Income, Donation Receipts and Significant Changes</p> <p>If you or the business has earned any other income during the year, please provide details of this. For instance, interest earnings, dividend payments, rental income etc.</p> <p>Please also provide any Donation receipts to be claimed and a description of any significant changes to the business eg rental income etc</p>		