

# PKF Mid North Limited

23 Broadway, Kaikohe  
350 Kerikeri Road, Kerikeri



## Compilation Agreement for the Year Ended \_\_\_\_\_

Name: \_\_\_\_\_

We hereby instruct PKF Mid North Limited to prepare our Financial Statements and Taxation Returns for the above year ended.

We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. We understand that you will rely upon the information provided by us.

Your services are not intended to, and 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.

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 our attention.

We understand that the Financial Statements and Taxation Returns are prepared for our own use and to determine our taxation liabilities. If this should change in any material respect, we will inform you immediately.

You will not accept any responsibility to any person, other than 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 we signed.

We also accept that you have the right to charge interest on overdue accounts at the rate of 5% per month, and that all accounts are due for payment within 14 days from the invoice issue date. The charging of such interest will be at your discretion. We accept that any collection costs you incur will be fully recoverable from us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions and any other third parties in order to complete the above assignments. This includes obtaining information via phone, fax, mail, email and online services available on the Inland Revenue website.

You are to represent us as our tax agent. All income tax returns will be signed by us - however, you are authorised to sign taxation returns on behalf of ourselves or any of our associated entities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

# Business Questionnaire



## COMPILATION ENGAGEMENT

Please read, sign and return a copy of the compilation agreement for each entity we act on behalf of.

Provide the main contact details, including name, residential address, postal address, email address and phone number.

Main contact name: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Provide details for any additional contact people.

Alternative contact name: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Advise the bank account number you would like refunds to be deposited into.

\_\_\_\_\_

Would you like to receive a draft version of your accounts before they are finalised?

Yes	No
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## CHANGES TO YOUR BUSINESS

Were there any significant changes or major transactions during the year?

If yes, please advise further details.

\_\_\_\_\_

Have there been any significant events since the end of the financial year which may affect next year's accounts?

If yes, please advise further details.

\_\_\_\_\_

## BANK AND CASH

For each business account, provide copies of all bank statements for the year. Alternatively, provide a copy of your analysed cashbook for the year.

*If you use Xero, only provide the statement showing the closing balance at the end of the financial year.*

Advise cash on hand (i.e. petty cash and till floats) as at the end of the financial year.

\_\_\_\_\_

# Business Questionnaire



Provide details of any business income / expenses that weren't received / paid through a business account (i.e. cash or personal bank account).

Date	Description	Amount (GST incl.)

## ACCOUNTS RECEIVABLE

Provide a schedule of accounts receivable (debtors) as at the end of the financial year.

*If you use Xero, please run the Aged Receivables Summary report and confirm this is correct.*

Date	Description	Amount (GST incl.)

## INVENTORY

Did you have stock on hand (goods bought intended for sale) as at the end of the financial year?

If yes, please advise GST excl. value.

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Did you have work in progress (materials and labour for unfinished / not yet invoiced projects) as at the end of the financial year?

If yes, please advise GST excl. value.

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If you had stock on hand or work in progress, provide supporting documentation.

# Business Questionnaire



## FIXED ASSET CHANGES

**If you purchased, sold, traded in, or leased any assets (over \$1,000 excl. GST), please advise details and provide a copy of the invoice.**

*If you use Xero, only provide a copy of the invoice if it is not attached in Xero.*

Date	Description	Amount (GST incl.)

## Did you purchase or sell a property?

If yes, please provide a copy of the sale and purchase agreement, legal statements and finance agreements (as applicable).

## Please advise any assets lost, stolen or scrapped (to be written off).

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## INVESTMENTS

### Did the business receive any interest, dividend or rebate income?

If yes, please provide a copy of the certificate / notice.

### Did the business have any other investments (i.e. portfolio, shares, term deposit)?

If yes, please provide a copy of the tax report and holdings statement.

## ACCOUNTS PAYABLE

### Provide a schedule of accounts payable (creditors) as at the end of the financial year.

*If you use Xero, please run the Aged Payables Summary report and confirm this is correct.*

Date	Description	Amount (GST incl.)

# Business Questionnaire



## LOAN DETAILS

**Did you draw down any new or have any variations to existing business loans?**

If yes, please provide all relevant documentation (i.e. loan agreement).

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**For each business loan, provide a statement showing principal and interest paid during the year, as well as interest rate and outstanding balance as at the end of the financial year.**

## HIRE PURCHASE / FINANCE LEASE

**Did you enter any new or have any variations to existing hire purchase arrangements?**

If yes, please provide all relevant documentation (i.e. hire purchase agreement).

**For each hire purchase, provide a statement showing principal and interest paid during the year, as well as outstanding balance as at the end of the financial year.**

## EXPENSES

**Provide a copy of invoices for the following expenses: ACC, consultancy, insurance, legal expenses and repairs / maintenance over \$1,000 excl. GST.**

*If you use Xero, only provide a copy of the invoice if it is not attached in Xero.*

## PRIVATE USE

**Did you have a mobile phone that had both business and private use?**

If yes, please advise the business usage percentage to claim. \_\_\_\_\_ %

**Did you have a motor vehicle that had both business and private use?**

If yes, please advise details of the motor vehicle and the business usage percentage to claim.  
\_\_\_\_\_ %

**Please provide the latest copy of your vehicle logbook.**

Please note, Inland Revenue require you to maintain a logbook for a three-month period every three years.

**If you make a mileage claim rather than claiming actual vehicle expenses, please advise kilometres travelled for business purposes.** \_\_\_\_\_ kms

# Business Questionnaire



## Did you use your home as an office for the business?

If yes, please complete the below:

Total area of home (sqm)		
Area used for business (sqm)		
<b>Description</b>	<b>Amount</b>	<b>Frequency</b>
Rent		
Mortgage Interest		
Land Rates		
Water Rates		
House Insurance		
Contents Insurance		
Telephone (Landline)		
Internet		
Electricity		
Gas		
Repairs and Maintenance		
Other _____		
Other _____		

## WAGES

### Did you have employees during the year?

If yes, please provide a summary from your payroll system showing gross salary, net wages paid and deductions made for each employee.

*If you use Xero Payroll, you do not need to provide this information.*

### Did you make any payments of holiday pay or bonuses to employees within 63 days after the end of the financial year?

If yes, please advise details of any payments made.

*If you use Xero Payroll, you do not need to provide this information.*

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