

# Financial Statements Questionnaire – 2018



**Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.**

**Please complete the sections on pages 2 – 3.  
(Update of Personal Information / Family Details)**

**Should you require further schedules i.e. Debtors, Creditors, Sale / Purchase of Assets, Stock on Hand etc., these are available to be downloaded from our website ([www.yrw.co.nz](http://www.yrw.co.nz)) or if we can be of any further assistance to you during the process of collating your end of year financial information please telephone our office.**

## Authorisation

The attached Schedules of information and **enclosed** Accounting Records represent all our business transactions for the 2017/2018 financial year. I/We authorise *Young Read Woudberg Limited* to compile Financial Statements from the records and data supplied. Unless otherwise agreed, we agree to *Young Read Woudberg Limited's* standard memorandum of engagement terms, which are available at [www.yrw.co.nz](http://www.yrw.co.nz).

The Financial Statements are to be compiled as Special Purpose Financial Statements tailored to meet my/our specific information needs. General purpose Financial Statements will be compiled where I am/we are unable to elect, or contract for, the preparation of special purpose reports.

I/We do not require *Young Read Woudberg Limited* to complete an audit or review.

I/We accept responsibility for the accuracy and completeness of all records and information supplied to *Young Read Woudberg Limited*.

*Young Read Woudberg Limited* are hereby authorised to communicate with my Bankers, Solicitors, Finance Companies, Inland Revenue Department, Accident Compensation Corporation and other persons or organisations to obtain such further information as they may require in order to carry out the above assignments in respect of all our business and taxpayer entities.

**Entity Name**

**Person to Contact with Queries**

**Phone Number**

**CLIENT SIGNATURE**

 **SIGN HERE**

**If you have a deadline for the preparation of these financial statements and tax return please specify reason and date required.**

- **Date Required:** \_\_\_\_\_
- **Reason:** \_\_\_\_\_

### Young Read Woudberg Limited

Address all correspondence to:  
PO Box 948, Tauranga 3140

Tauranga  
13 McLean Street T 07 578 0069

Te Puke  
19 Jellicoe Street T 07 573 3996

## Update of Personal Details

<b>Preferred Postal Address</b>	_____		
<b>Preferred Email Address</b>	_____		
<b>Preferred method of communication</b>	Email	<input type="checkbox"/>	Hard Copy <input type="checkbox"/>
<b>Business Physical Address</b>	_____		
<b>Home Address</b>	_____		
<b>Home Phone</b>	_____	<b>Fax</b>	_____
<b>Work Phone</b>	_____	<b>Mobile/s</b>	_____
<b>Name</b>	_____	<b>Date of Birth</b>	_____
<b>Name</b>	_____	<b>Date of Birth</b>	_____
<b>ACC Number</b>	_____		

## Family Details

1)	<p><b>Children details</b> Please complete the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of Child</th> <th style="width: 20%;">Date Left School (if applicable)</th> <th style="width: 20%;">Tertiary Institute</th> <th style="width: 20%;">Date of Birth</th> <th style="width: 15%;">IRD Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Child	Date Left School (if applicable)	Tertiary Institute	Date of Birth	IRD Number																	
Name of Child	Date Left School (if applicable)	Tertiary Institute	Date of Birth	IRD Number																			
<b>Student Allowance letter required</b>				Yes	No																		
2)	<p><b>Working for Families Tax Credits</b> Have you received any regular payments?</p> <p>Have you had any changes in family circumstances? If yes, provide full details, for e.g. Shared custody arrangements</p> <p>Your relationship with your spouse or partner (including a civil union or defacto partner) commenced or ended during the year. Provide dates.</p>	Yes	No	Yes	No																		
3)	<p><b>Hours of Work</b> If you are in a single parent family do you work more than 20 hours per week? If you are in a two parent family are your combined hours of work more than 30 hours per week? If you and/or your spouse or partner started or stopped working the required hours during the year please attach details of the dates involved.</p>	Yes	No	Yes	No																		

**Family Details continued**

4) <b>Child Support</b> Have you received / paid any Child Support during the year?	Yes	No
5) <b>Other Payments Received</b> Have you received any other payments from any person or entity that was used for the family's day to day living expenses?  If you have answered yes, please advise amount received and nature of the payment. \$ _____ Nature of Payment _____	Yes	No

**Other Details**

1) Would you like us to forward a copy of your Financial Statements to your bank? Name of Bank _____ Contact Person _____	Yes	No
2) Please advise the details of the Solicitor currently acting for you / your business _____		
3) Bank Account details for Direct Lodgement of Rebates (i.e. donations), if applicable Name of Account ..... Bank and Branch ..... Full Bank Account Number .....		
4) <b>Office at Home / Workshop</b> Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books?  If yes, please provide the following:  <b>Area of house</b> _____sqft/m <b>Area of Basement/Garage</b> _____sqft/m  <b>Area used for Business:</b> Office _____sqft/m      Workshop _____sqft/m      Garage/Storage _____sqft/m  <b><u>Household Expenses:</u></b> Interest paid on mortgages      \$ _____ Rent paid (if house rented)      \$ _____ Rates (including water rates)      \$ _____ Power (Electricity and Gas)      \$ _____ Repairs to office / workshop      \$ _____ Insurance (House & Contents)      \$ _____ Any other house expenses (specify) – _____      \$ _____ _____      \$ _____	Yes	No