

JOHNSTON ASSOCIATES

CHARTERED ACCOUNTANTS LIMITED

2009 FINANCIAL STATEMENTS

ANNUAL QUESTIONNAIRE

Client Name:

Contact Person:

Phone Number:

Fax Number:

Email Address:

Postal Address:

Please complete the above to ensure accuracy of our database.

CHECKLIST

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

	YES	NO	If Yes Complete
1. What accounting systems have you used during this financial year?			
- a complete computerised accounting package (e.g. MYOB)	<input type="checkbox"/>	<input type="checkbox"/>	A1
- a complete cashbook program (e.g. Cash Manager)	<input type="checkbox"/>	<input type="checkbox"/>	A1
- a manual system or no system?	<input type="checkbox"/>	<input type="checkbox"/>	A2
- Johnston Associates process my transactions during the year	<input type="checkbox"/>	<input type="checkbox"/>	-
2. Do you have rental property investments?	<input type="checkbox"/>	<input type="checkbox"/>	A3
3. Do you have any new or existing Loans, Hire Purchase or Lease Agreements?	<input type="checkbox"/>	<input type="checkbox"/>	A4
4. Do you carry Stock or have Work in Progress?	<input type="checkbox"/>	<input type="checkbox"/>	A5
5. Did you have any accounts payable (creditors) at year end?	<input type="checkbox"/>	<input type="checkbox"/>	A6
6. Did you have any accounts receivable (debtors) at year end?	<input type="checkbox"/>	<input type="checkbox"/>	A7
7. Have you purchased or disposed of any Business/Trust assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A8
8. Do you provide Fringe Benefits to Employees?	<input type="checkbox"/>	<input type="checkbox"/>	A9
9. Are you registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>	A10
10. Did you receive any NZ / Australian investment income? (including share dealing)	<input type="checkbox"/>	<input type="checkbox"/>	A11
11. Did you buy or sell a Business, Real Estate during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A12
12. Do you have any foreign investments (excluding NZ & Australia)?	<input type="checkbox"/>	<input type="checkbox"/>	A13
13. Do you want to claim a Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	A14
14. Did you incur any costs which have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	A15
15. Did you incur any entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	A16
16. Are you completing this questionnaire for a Trust?	<input type="checkbox"/>	<input type="checkbox"/>	A17
17. Did you have any cash, cheques or floats on hand at year end?	<input type="checkbox"/>	<input type="checkbox"/>	A18
18. Personal Tax Information	<input type="checkbox"/>	<input type="checkbox"/>	A19
19. FOR ALL BUSINESS ENTITIES PLEASE COMPLETE SECTION A20	<input type="checkbox"/>		A20
20. IN ALL CASES, PLEASE SIGN THE DECLARATION AT A21	<input type="checkbox"/>		A21

PLEASE CONTACT OUR OFFICE 09 361 6701 IF YOU REQUIRE ASSISTANCE

A1 Computerised Accounting Systems

MYOB & Cash Manager Users ONLY

System _____ Password _____
Version _____

Please provide the following records:

- | | Enclosed | N/A |
|---|--------------------------|--------------------------|
| - A backup disk of your financial year - by email or post | <input type="checkbox"/> | <input type="checkbox"/> |
| - Final bank statement showing balance at 31 March 2009 | <input type="checkbox"/> | <input type="checkbox"/> |

All other Computerised Accounting Systems

As we may not have your software on site, we require the following printed reports:

- | | | |
|---|--------------------------|--------------------------|
| - Financial Statements for the period 1 April 2008 to 31 March 2009 | <input type="checkbox"/> | <input type="checkbox"/> |
| - Trial Balance as at 31 March 2009 (or summary accounts report) | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank Reconciliations as at 31 March 2009 and final bank statement(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| - List of Debtors and Creditors as at 31 March 2009 (this should agree to the total in the Trial Balance) | <input type="checkbox"/> | <input type="checkbox"/> |
| - General Ledger (the name of this report may vary, this is a detailed accounts report) | <input type="checkbox"/> | <input type="checkbox"/> |

A2 Manual Cashbook, Excel Spreadsheet or no system

Please provide the following records:

- | | Enclosed | N/A |
|---|--------------------------|--------------------------|
| - Your manual cashbook/excel spreadsheet - by email or post | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank Reconciliation as at 31 March 2009 | <input type="checkbox"/> | <input type="checkbox"/> |
| - Cheque books and Deposit books for the period 1 April 2008 to 31 March 2009 | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank Statements for the period 1 April 2008 to 31 March 2009 | <input type="checkbox"/> | <input type="checkbox"/> |

If **no** cashbook has been kept, please ensure the following:

- All cheque butts are completed in full, narrated and explained
- Any direct debits or eftpos transactions are detailed on the bank statements
- The source of all deposits not detailed in the deposit books are clearly identified on the bank statements
- *Would you like someone to contact you about computer packages?*

A3 Rental Property Investments

Please provide the following records (unless provided as specified above):

- | | Enclosed | N/A |
|--|--------------------------|--------------------------|
| - Total rent received for the year | <input type="checkbox"/> | <input type="checkbox"/> |
| - Details of all expenses associated with the rental property | <input type="checkbox"/> | <input type="checkbox"/> |
| - Confirmation of loan balances and interest paid for the year | <input type="checkbox"/> | <input type="checkbox"/> |
| - Details of any assets purchased or disposed of during the year (please provide the date of the purchase / disposal) | <input type="checkbox"/> | <input type="checkbox"/> |
| - If you have purchased a new rental property during the year please provide a copy of the legal statement and valuation at time of purchase | <input type="checkbox"/> | <input type="checkbox"/> |

A4 Loans, Hire Purchase and Lease Agreements

Please provide the following records:

- | | Enclosed | N/A |
|--|--------------------------|--------------------------|
| - Confirmation of loan balances as at 31 March 2009 and confirmation of total interest paid for the year | <input type="checkbox"/> | <input type="checkbox"/> |
| - Copies of any new agreements that have been entered into during the financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| - Details of any loans repaid or refinanced during the year | <input type="checkbox"/> | <input type="checkbox"/> |

A5 Stock or Work in Progress

Please provide the following records:

- A copy of your year end stock take workings
- Details of any work in progress (WIP) at year end

Enclosed N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

GST exclusive value of stock on hand at year end was:

(*Note:* Original cost must be used as the value for all stock items on hand unless an independent valuation has been obtained)

\$

GST exclusive value of work in progress at year end was:

(*Note:* WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress payments. Profit margin should not be included)

\$

*Please contact us if you are unsure how to value your stock or work in progress.***A6 Accounts Payable (Creditors) - People who you owe money**

Please provide the following records:

- A Payables Aged Trial Balance at year end printed from your system **or**
- A detailed list of all amounts owing at year end (GST inclusive) including name, type of expense and amount owing to each creditor

Enclosed N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The total of all Accounts Payable as at 31 March 2009 was:

\$

A7 Accounts Receivable (Debtors) - People who owe you money

Please provide the following records:

- A Receivables Aged Trial Balance at year end printed from your system **or**
- A detailed list of all amounts due to you at year end (GST inclusive) including name and amount owing from each debtor.

Enclosed N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The total of all Accounts Receivable as at 31 March 2009 was:

\$

*Note: Bad debts must be written off before 31 March 2009***A8 Assets**

Please provide the following records:

Purchases

- A detailed list of any assets purchased greater than \$500 during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- All new hire purchase or finance agreements

Enclosed N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Sales

- A detailed list of any assets sold including the date sold and sale value, and any assets traded in for the purchase of new assets

<input type="checkbox"/>	<input type="checkbox"/>
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Disposals/Write offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal

<input type="checkbox"/>	<input type="checkbox"/>
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A9 Fringe Benefit Tax (FBT)

Do you provide untaxed benefits to your employees or to yourselves as shareholder employees? Eg. vehicles, interest free loans, Life or Health Insurance. If so, please provide a list of these

For **shareholder employees** only:

If Johnston Associates does a year end FBT reimbursement adjustment we require the following information:

- No. of days the motor vehicle(s) was **unavailable** for private use (the days where the vehicle was not available to the driver, ie. vehicle being serviced or driver out of town)

days

If you pay FBT, please provide the following:

Enclosed **N/A**

- A copy of all FBT returns filed for the year
- A copy of any workings supporting the figures on your FBT returns

A10 Goods and Services Tax (GST)

(*Note* : If Johnston Associates has prepared GST Returns on your behalf please ignore this section)

Please provide the following records:

Enclosed **N/A**

- A copy of all GST returns filed during the year
- A copy of all workings supporting the figures on your GST returns (if you run a manual system only)

A11 Interest, Dividends, Shares & Investment Portfolios (NZ & Australia)

Please provide the following records:

Enclosed **N/A**

- A copy of all Resident Withholding Tax certificates received for all deposits held
- A copy of all Dividend Statements received

If you hold shares please provide:

- Details of any share purchases / sales during the year. We require the price, number of shares traded and the date of the trade

If you hold Portfolio Investment Entities (PIE's) please provide:

- Copy of the year end portfolio summary report from the investment advisor, including the portfolio report and income summaries for the year.

A12 Buying / Selling Real Estate or a Business

Please provide the following records:

Enclosed **N/A**

- A copy of all documentation **including legal statements and Sale and Purchase Agreements** relating to the purchase or sale of any Real Estate
- A copy of all documentation **including legal statements and Sale and Purchase Agreements** relating to the purchase or sale of a business

A13 Foreign Equity Investments

Foreign Equity Investments may now be subject to tax under the "Foreign Investment Fund (FIF) Regime". Complex calculations may be required, although these may have been done for you already and summarised in your portfolio summary report provided by your investment advisor.

If your foreign investments are managed for you by an investment advisor
Please provide the following records:

- Copy of the year end portfolio summary report from the investment advisor, including the portfolio report and income summaries for the year.	Enclosed	N/A
	<input type="checkbox"/>	<input type="checkbox"/>

If your foreign investments are not managed by an investment advisor
Please provide the following records:

- Value, number and details of the investments at 1/4/08	<input type="checkbox"/>	<input type="checkbox"/>
- Value, number and details of the investments at 31/3/09	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any income distributions from these investments for the year	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any new purchases / sales during the year. Purchase / Sale price quantity sold, date of sale	<input type="checkbox"/>	<input type="checkbox"/>

A14 Home Office Allowance

The total of the following expenses are required in order to complete the calculations:

Rent (if property not owned)	\$	Valuation Fees re mortgage	\$
Insurance	\$	Legal Expenses re mortgage	\$
Repairs & Maintenance	\$	Interest (on mortgage)	\$
Power & Gas	\$	Body Corporate Fees	\$
Rates & Water Rates	\$	Cleaning / Garden Maintenance	\$

Note: if you have supplied details of your house and the area used for business purposes to Johnston Associates in prior years, and the details have not changed, you do not need to supply the following information

The total floor area of the house is:	m2
The total floor area used for business purposes is:	m2
The total cost of the property (if owned) was:	\$

A15 Business Portion of Expenses (self employed people only)

Please provide the business use percentage for the following expenses and attach further details if required.

Motor Vehicle Expenses*	%	Subscriptions	%
Telephone & Tolls	%	Travel Expenses	%
Power	%	Insurance	%
Other (Please specify)			%

* The business use percentage of a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every **three years**.

In the event of an IRD audit, failure to produce a current log book will result in you only being able to claim 25% of total vehicle costs as a tax deduction. If you would like us to calculate the business use percentage from your log book, please enclose it with your records

A16 Entertainment Expenses

Generally only 50% of entertainment costs are tax deductible, with the following exceptions

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

If any of these exceptions apply to your entertainment expenditure, please provide details

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>

A17 Trusts

Please provide the following records: (unless completed by Johnston Associates)

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the existing Trustee and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of any beneficiary expenditure that was not paid through the Trust
- Details of expenditure on improvements and Trust Assets (i.e. Family Home or Bach) paid personally
- Copies of any other trust resolutions/minutes for the year

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

A18 Cash on Hand

Please provide the following records:

- Total sales not banked (cash, cheques) at 31 March 2009
- Total cash floats at 31 March 2009 were:
- Total petty cash on hand at 31 March 2009 was
- Total layby sales at 31 March 2009

Enclosed	N/A
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\$
\$
\$
\$

A19 Personal Tax Information

Please provide the following records:

- **Interest, Dividends, Shares & Investment Portfolios (NZ & AUD)**
- **Foreign Equity Investments**
- **Expenses Against Income.** If you had withholding tax income or were self-employed, do you have any expenses you can claim against this income?
- **Income Protection Insurance.** Do you have Income Protection Insurance? If yes, please provide full details
- **Rebates.** Giving to charities and other non-profit organisations. Charitable donations - you can claim a tax credit for charitable or other public benefit gifts of 33 1/3% of the total gift. Please provide details of all charitable donations made.

Enclosed	N/A
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Refer to A11

Refer to A13

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

A19 Personal Tax Information (continued)

- **NZ & Australian Share Trading.** Did you purchase or sell any NZ or AUD shares during the year for purposes other than investing? Please provide details

- **Share Options.** Have you been offered any share options by your employer during the year which you have accepted? Please provide details

- **Family Assistance/Working for Families payment.** Do you think you may be entitled to family assistance? If so please provide the following details:

Name of the "Principal Child Carer"

Children for whom you were the "Principal Child Carer"

Name	Date of Birth	IRD Numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

We are no longer able to apply for individual IRD numbers on your behalf. If you require an IRD number for your child you will need to take the original copy of the child's birth certificate or passport to an AA Centre or Post Shop along with two forms of identification for yourself (plus copies).

A20 General (to be completed in all cases)

Please provide the following information:

	Enclosed	N/A
- Details of insurances paid through the business. ACC invoices	<input type="checkbox"/>	<input type="checkbox"/>
- Copies of all legal expense invoices.	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item.	<input type="checkbox"/>	<input type="checkbox"/>
- Details of the nature and value of any business goods taken for personal use during the financial year	<input type="checkbox"/>	<input type="checkbox"/>
- Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any deposits received from customers/clients for goods not supplied at 31 March 2009	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any business expenses paid from private funds which have not been reimbursed by the business	<input type="checkbox"/>	<input type="checkbox"/>
- If trading through a company, were there any changes in shareholding or directorships? (if NOT completed by Johnston Associates)	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year	<input type="checkbox"/>	<input type="checkbox"/>
- Attribution Rules. Please advise details if 80% or more of your gross business revenue is derived from one source	<input type="checkbox"/>	<input type="checkbox"/>

Finalisation of Accounts and Tax Refunds

If you require the financial statements by a certain date please let us know

How many bound copies of the Financial Statements do you require?

A21 DECLARATION

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the period ending 31 March 2009. 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. 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.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on my behalf of myself/ourselves or any of my/our associated entities. You are authorised to link myself/ourselves or our associated entities to your agency tax list and view our tax information via the IRD internet service.

Financial Statements prepared by you will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not performed an audit or review engagement on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person."

Third Party Authorisations

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

Deposits of Tax Refunds into Johnston Associates Trust Account

Should the occasion arise I/We authorise Johnston Associates to bank taxation refunds received from the Inland Revenue Department on our behalf, into the Johnston Associates Trust Account.

If a situation arises where these refunds are required for the payment of Johnston Associates professional fees, further written authorisation will be required by me/us.

Payment of Fees

Our fees are based on the time necessarily spent on your affairs and include reimbursement for disbursements. Where appropriate, accounts may be rendered whilst work is in progress. Our normal terms of payment are within 14 days of receipt of invoice unless we make arrangements to the contrary. Should accounts become overdue we reserve the right to charge interest at our overdraft rate and debt recovery costs. By signing below you accept personal liability for fee charges relating to the Company, Entity, Business, Individual, of which you are a Shareholder, Director, or an authorised agent to engage our services on behalf of. This applies to all fees rendered by our firm for all work undertaken.

Johnston Associates accepts Amex, Visa & Mastercard for payment of accounts.

Signed: _____

Date: _____

Please ensure you sign the above. We are unable to commence work on your assignment until we have this signed.

**Your time and effort in completing this form is much appreciated
by the team at Johnston Associates.**