

HAGLUND CONSULTING LTD

ACCOUNTING & CONSULTING SERVICES

ANNUAL QUESTIONNAIRE – BUSINESS

(31 MARCH 2022)

BUSINESS NAME: _____

PLEASE COMPLETE THIS QUESTIONNAIRE, SIGN OVER THE PAGE AND RETURN WITH YOUR RECORDS.

INFORMATION WE NEED	
ACCOUNTING RECORDS <ul style="list-style-type: none">• Access to cloud-based software, or:• Written cashbook – reconciled to bank statements, or:• Computerised records<ul style="list-style-type: none">○ Backup at year-end/email file to us○ Password if necessary: _____	
BANK STATEMENTS – That show balances as at 31 March 2022.	Please attach statements
LOAN STATEMENTS	Please attach statements
WAGES PAID <ul style="list-style-type: none">• Access to cloud-based software, or:• Computerised records, or:• Written wage book.	
FRINGE BENEFIT TAX (FBT) RETURNS	
INTEREST, DIVIDEND AND REBATE CERTIFICATES	Please attach statements
OVERSEAS INCOME	
ACCOUNTS RECEIVABLE – as at 31 March 2022.	Please attach a schedule
ACCOUNTS PAYABLE – as at 31 March 2022.	Please attach a schedule
CASH ON HAND – as at 31 March 2022.	\$
PETTY CASH – as at 31 March 2022.	\$
STOCK ON HAND – as at 31 March 2022.	\$
WORK IN PROGRESS – as at 31 March 2022.	\$
CAPITAL EXPENDITURE – assets purchased / sold during the year.	Please attach invoices
TRANSACTIONS NOT RUN THROUGH BUSINESS Any sales or purchases that were transacted through personal bank accounts.	Please attach a schedule
LEGAL DOCUMENTATION Any Sale & Purchase Agreements or other legal documentation relating to the business in the 2022 financial year.	Please attach the documentation
SPECIFIC INVOICES <ul style="list-style-type: none">• Legal fees• ACC payments• Insurance premiums	Please attach invoices
PRIVATE USE AND VALUE OF GOODS TAKEN AT COST	\$
MOTOR VEHICLES PRIVATE PERCENTAGE	%
HOME OFFICE COSTS <ul style="list-style-type: none">• Insurance• Interest on mortgage• Electricity• Rates• Internet• Telephone	\$ \$ \$ \$ \$ \$

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IRD AUTHORITY

I/We give authority to Haglund Consulting Limited to act on my behalf for all tax types (except child support) until further notice. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

THIRD PARTY AUTHORITY

I/We give authority to Haglund Consulting Ltd to contact the Bank and other entities for the purposes of obtaining information necessary to complete the tax returns/Financial Statements. This includes via all channels including electronic means and accept that this Statement document may be used to obtain this information.

ACCIDENT COMPENSATION CORPORATION AUTHORITY

I/We authorise Haglund Consulting Ltd to act as my/our agent for ACC levy purposes and for all associated entities. This authorisation allows Haglund Consulting Ltd to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow the organisations' main representative discretion to delegate access to my/our ACC information to other members of the organisation. Other delegated members of the organisation will also be able to query and change information on my/our ACC levy account(s).

I/We have signing authority and agree to the attached Terms of Engagement and above IRD, Third Party and ACC Authority. The terms recorded in this letter will be effective for this and all future engagements that are similar in nature unless we advise you of any change in our arrangements.

SIGNED:

FULL NAME: _____

DATE: _____

Please confirm your contact details for our records:

Home Phone	
Mobile Phone	
Email Address	
Address	