

Terms of Engagement:

With reference to the existing Terms of Engagement which has been signed, I acknowledge that the arrangements outlined in that letter form the basis of the agreement between me as the client and the Directors of Accounting Connections, and no other associated organization whether practicing under the name of Accounting Connections, or otherwise.

I accept responsibility for all records and information supplied to you including that listed above. I accept responsibility for any failure by me to supply relevant records and information to you and agree that all information supplied by me is accurate and complete.

Accounting Connections is to complete my Financial Statements and Tax Returns from the information supplied by me in accordance with the principles of the Income Tax Act 2007.

I authorise any person or company to provide Accounting Connections with any such information as required to complete my financial statements and any other work Accounting Connections carries out on my behalf.

Signature: _____

Date: _____

Signature: _____

Date: _____

2018 End of year information

Cash on Hand (at balance date)

Till float or petty cash float	\$ _____
Unbanked sales at balance date	\$ _____

Any Cash Income During Year Not Banked

Cash used for business expenditure	\$ _____
Cash used for personal expenditure	\$ _____
Cash banked into other bank accounts	\$ _____

Business Motor Vehicles - Log Book(s)

Provide any log book which has been kept for a sample period to calculate business use.

Tax Allowance For Work Done At Home

If you use your home for business purposes, what proportion of the total area is used for business?

Use of Home Office / Workshop / Storage

Please provide the following details:

Payments made for	Rates	\$ _____
	House/Contents Insurance	\$ _____
	Power/Gas/Heating	\$ _____
	Mortgage Interest	\$ _____
	Rent Paid	\$ _____
	Repairs & Maintenance	\$ _____

Total area of house & workshop/storage: _____

Total area of office and/or workshop/storage: _____

Attach a copy of your latest Government Valuation (GV), rates assessment or market valuation showing GV (if relevant)

2018 End of year information

Fixed Assets Purchased / Sold or Disposed of

(example: Land/Buildings/Vehicles/Plant & Equipment)

List assets

Tick Appropriate action

Description	Purchase	Sale	Disposal

Price
\$
\$
\$
\$

Have you bought or sold land in the last year? Yes

No

When did you originally purchase the land?

/ /

Please include all documentation

Working For Families Tax Credit (WFFTC)

Please include IRD's WFFTC Family Details Paperwork

Company Notes

Please supply documentation for any changes within company

Such as:

Any changes in the company's directors.

Any changes in the company's shareholding / shareholders.

Details of any major transactions or changes in the nature of the business activities.