



**Financial Statements Questionnaire
2026**

Please ensure this questionnaire is completed, signed, and included with your records.

Client Name		Phone:	
Balance Date	31 March 2026	E-mail:	

To: Olive Accounting & Bookkeeping,

I instruct you to prepare my financial statements on a compilation basis for the 2026 financial year.

I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.

I also instruct you to prepare my taxation returns for the 2026 year. I undertake to supply all information necessary to perform this work and will be responsible for the accuracy and completeness of such information. **I understand that by returning this questionnaire, you are giving me the go-ahead to begin this process.**

I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.

I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.

You are authorised to communicate with my bankers, solicitors, finance companies and all Government agencies to obtain such information as you require in order to complete the above assignments.

I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.

Signature Date _____

If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement.

Inland Revenue prefers to pay any refunds by direct credit. Would you please confirm the bank account number you would like any refunds deposited in to:

Account number: _____

Records and Information required:

- 1. Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details.

- 2. **Final bank statement for year for all business bank accounts. The bank statements MUST cover 31 March 2025. This is a MUST, regardless of whether you use Xero or not.** If your business doesn't use Xero, please provide bank statements covering 01 April 2024 to 31 March 2025 for all accounts.
- 3. The value of your **Stock on Hand/Inventory** if applicable. Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock.
- 4. Details of all **Prepayments/Deposits** received for goods or services not yet supplied to your clients.
- 5. The value of your **Cash on Hand**, including any floats or cash not yet banked.
- 6. Provide details of **assets purchased, disposed or sold** during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:
 - a. Hire purchase or loan agreements
 - b. Lease agreements
 - c. Trade-in details
 - d. Lost, stolen or scrapped items
 - e. Copy of tax invoices / sale and purchase agreements
- 7. Review last year's asset and **depreciation schedule** on your **2025** financial accounts and advise of any assets that no longer exist and what happened to them.
- 8. Provide **Donation** receipts/certificates from registered charities or schools.
- 9. If your business operates as a limited company, please advise of any **changes to shareholders** or shareholdings, registered office address, directors, or addresses for communications.
- 10. Provide a list of all business expenses **paid from personal** bank accounts or credit cards
- 11. If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details (do not include any that are paid out of the business bank accounts) :

Address: _____

Business Area: _____ m2

Total House Area: _____ m2

Power & Heating \$ _____

Internet \$ _____

Insurance (building & contents) \$ _____

Interest only (house mortgage) \$ _____ (please provide a loan summary if unsure)

Rates incl Water \$ _____

Rent paid \$ _____

