

Annual Questionnaire – Business

For the financial year:

CLIENT NAME: **BUSINESS NAME:**

Terms of Engagement

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of our financial statements. We also accept responsibility for any failure on our part to supply all relevant records and information and we understand that the financial statements will be prepared at our request and for our purposes only. You will not complete an audit, nor undertake a detailed review of our affairs to substantiate the accuracy of this information and you will not be liable for any losses, claims or demands by any third person.

We authorise Diane Myers to communicate with our Bankers, Solicitors and Finance Companies to obtain such information as may be required in order to carry out the above assignment.

SIGNED: _____ **Date:** ____/____/____
Phone _____ Fax _____ Mobile _____
Email _____

The following list contains all the relevant information that will allow us to use your information to finalise the tax accounts. Please answer ALL the questions. Where lists of information are required please compile separate schedules.

Tick the relevant box if the information is enclosed or "N/A" if the schedule is not required. **By providing this information, we will be able to efficiently prepare your end of year taxation accounts and returns. If you are not sure of any of the information required, please contact us.**

Computerised Accounts: (only complete where system file is given)	Enclosed / Yes	N/A
Software Package:		
User:		
Version:		
Password:		
System Files "Accountants Copy" or Live System "invited us as adviser"		
CD/Disk enclosed	<input type="checkbox"/>	<input type="checkbox"/>
Emailed to Diane Myers Chartered Accountants	<input type="checkbox"/>	<input type="checkbox"/>
Please email PDF copies of your entire General Ledger, Trial Balance, Profit & Loss, Balance Sheet, Bank Rec report and final bank statement at 31 March from your accounting system.	<input type="checkbox"/>	<input type="checkbox"/>
Non-Computerised Accounts		
OR Reconciled Cashbook (Manual or Spreadsheet)	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook showing a reconciliation that this agrees with your bank balance at 31 March. Please provide bank statements for all accounts showing the bank balance at the end of the business year on 31 March.		
OR Bank Statements with Cheque Butts & Deposit Books	<input type="checkbox"/>	<input type="checkbox"/>
Covering all statements, 1 April to 31 March for all business bank accounts. Note the nature of all payments on the butts. Personal expenses should be clearly marked. All deposit butts should be clearly marked with items other than business sales described.		
and Credit Card Statements:	<input type="checkbox"/>	<input type="checkbox"/>
Please provide copies of all credit card statements if used for business.		
and GST & FBT Returns:	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all GST and FBT returns filed with the IRD as well as your workings.		



Computerised Accounts and Non Computerised Accounts	Enclosed / Yes	N/A
Accounts Receivable – Provide a full List:		
Name	Particulars	Amount (inc GST)
.....
.....
.....
Bad Debt Writeoff:		
Note: If Bad Debts are to be a deductible expense in the current year they must be written out of your Debtors Ledger before the end of your financial year. Provide full details		
Inventory / Stock		
What is the total value of your “trading stock” at balance date? Stock may be valued at the lowest of (a) Cost, (b) Market Value, (c) Replacement Cost, or (d) Discounted Selling Price. Please indicate which method was used. \$.....		
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		
Exclusive of GST? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Stock on Hand Report		<input type="checkbox"/> <input type="checkbox"/>
Work in Progress		
WIP Value \$.....		
Exclusive of GST? <input type="checkbox"/> Yes <input type="checkbox"/> No		
WIP report		<input type="checkbox"/> <input type="checkbox"/>
Fixed Assets		
Details of cost, selling price and trade-in value of plant, vehicles, property etc. bought, sold or traded in for the period with copies of invoices.		
Purchased (greater than \$500):		
Date	New / Used	Description
		Price (incl GST)
		Asset traded (if any)
		Value (incl GST)
.....	\$.....
.....	\$.....
.....	\$.....
Sold (excluding trade-ins included above): Was GST returned to IRD?		
Date	Description	Price (incl GST)
		Scrapped?
.....	<input type="checkbox"/> <input type="checkbox"/>
.....	<input type="checkbox"/> <input type="checkbox"/>
.....	<input type="checkbox"/> <input type="checkbox"/>
.....	<input type="checkbox"/> <input type="checkbox"/>
Repairs & Maintenance – Details of significant repairs and maintenance, alterations and modifications over \$500.		<input type="checkbox"/> <input type="checkbox"/>
.....		
.....		
Investments		
Details of any business investments, plus, investments bought and sold during the year, plus any income received from them e.g. dividends and interest.		<input type="checkbox"/> <input type="checkbox"/>
Overseas investments – provide details of any investments, including life insurance policies, land, shares, trusts or superannuation.		<input type="checkbox"/> <input type="checkbox"/>

Computerised Accounts and Non Computerised Accounts:**Enclosed / Yes****N/A****Cash on Hand at Balance Date**

Unbanked takings (cash and cheques) i.e. on hand at 31 March – banked in April \$

Till Floats \$

Petty Cash Floats \$

Accounts Payable

List (below) where not included in company file provided or please print a copy of your Accounts Payable ledger and attach.

☐☐

Name	Particulars	Amount (incl GST)
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

Supply copies of GST workpapers and GST Returns

☐☐

Did you process prior year GST adjustments as required

☐☐**Loans**

List below details of bank loans, including closing loan balances, interest rate and details of securities in place (where applicable). Supply copies.

☐☐

Loan	Interest Rate	Security	Balance
.....%	\$.....
.....%	\$.....

Hire Purchase Agreements

List below details of Hire Purchase Agreements, including closing loan balances, interest rate and details of securities in place (where applicable).

Hire Purchase	Interest Rate	Security	Balance
.....%	\$.....
.....%	\$.....

OTHER INCOME**Enclosed / Yes****N/A**

Details of dividends/bonuses/insurance payments/interest income/ Partnership income or any other sundry income received during the period (attach documentation including RWT and dividend slips).

☐☐

List Details of Sales receipts used directly, ie sales not banked.

☐☐



EXPENSES	Enclosed / Yes	N/A
Details of any legal expenses (including copies of invoices).	<input type="checkbox"/>	<input type="checkbox"/>
Details of insurance and ACC payments (including copies of invoices).	<input type="checkbox"/>	<input type="checkbox"/>
Details of any donations made.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any expenses paid personally, i.e. paid out of a non-business bank account or from a personal credit card (please provide invoices).	<input type="checkbox"/>	<input type="checkbox"/>
Details of motor vehicle expenses i.e. business related versus personal. Please provide log book or mileage details, including date, distance and purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment – You can only claim 50% of most entertainment expenses. However, there are exceptions and exemptions. Please list all entertainment expenses and give a brief explanation of each.	<input type="checkbox"/>	<input type="checkbox"/>
Resident Withholding Tax (RWT)/Non Resident Withholding Tax (NRWT). Please provide copies (if any) of worksheets and returns, and annual reconciliation.	<input type="checkbox"/>	<input type="checkbox"/>

EXPENSES	Enclosed / Yes	N/A
FBT – Copies of worksheets and returns.		
Please provide details of any benefits supplied to employees e.g. cash or non-cash benefits, including motor vehicles available for private use.	<input type="checkbox"/>	<input type="checkbox"/>
Payroll - Please provide details of returns and reconciliations. (Wage records)	<input type="checkbox"/>	<input type="checkbox"/>
Holiday pay paid within 63 days after your balance date.	<input type="checkbox"/>	<input type="checkbox"/>
Home Office Expenses – If part of your home is used for business purposes, Please advise expenses below. This includes a home office, workshop or storage area.	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of the purchase price and a copy of the rates demand if this is the first year you have made a home office claim.		
<ul style="list-style-type: none">• Area of home office• Total area of home		
Expense	Amount (inc GST)	
Insurance	\$.....	
Mortgage interest	\$.....	
Rates	\$.....	
Repairs	\$.....	
Power	\$.....	
Gas	\$.....	
Telephone (provide copy of a bill)	\$.....	
Business Goods taken for own use – please provide details	<input type="checkbox"/>	<input type="checkbox"/>
.....		
.....		
.....		
.....		
.....		



OTHER	Enclosed / Yes	N/A
Contingent Liabilities / Commitments:	<input type="checkbox"/>	<input type="checkbox"/>
• Are there any contingent liabilities, law suits, guarantees?	<input type="checkbox"/>	<input type="checkbox"/>
• Any commitments for capital expenditure at or since balance date?	<input type="checkbox"/>	<input type="checkbox"/>
• Any commitments under a lease for plant or vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other major transactions or changes undertaken during the Period.	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of any associated entities that are not clients of this firm.	<input type="checkbox"/>	<input type="checkbox"/>
Provide details of any changes (or proposed changes) to Company directors and or shareholdings.	<input type="checkbox"/>	<input type="checkbox"/>
If this business is a Trust, please also fill in the Annual Questionnaire - Trust.	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a copy of the accounts to be forwarded to a third party? If Yes , please provide details:	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS

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