



BUSINESS QUESTIONNAIRE

NAME		IRD #:	
PHYSICAL ADDRESS:			
POSTAL ADDRESS:			
CITY:		ZIP CODE:	
EMAIL:			
WORK PHONE #:		FAX #:	

Balance Date 31 March 2012 (Specify appropriate date, if different)

Provide Information for financial statements and tax returns

When do you want your accounts completed by?

Urgent (Minimum turnaround time 1 - 2 week)

Within 6 to 8 weeks from commencement of work

Flexible (More than 8 weeks. We will inform you proposed date of completion)

Do you use accounting software such as MYOB/QuickBooks/Cash Manager?

YES

NO

IF YES, please provide following additional printouts for the 12 months ended 31 March 2012 preferably in MS Excel/PDF Format :

Trial balance.

Detailed General Ledger for 12 months

Profit & Loss Account

Balance Sheet

Bank Reconciliation Reports along with the Bank Statements for confirming balance as at 31 March 2012

Accounts Receivable & Accounts Payable lists.

Nature of Business / Profession

Nature of Business:

Is there any change in the nature of your business activity during the past twelve months?

YES

NO

If yes, please provide details:

Any other relevant information regarding the activities or results:

Signature:

*(Applicable for clients
sending Hard copy)*

Date:

Current Assets

Please complete the form in full. Please mention 'N/A' for not applicable sections.

1	Cash on Hand	Amount in \$
	Unbanked sale proceeds on hand at Balance Date	
	Petty cash float	
	Till float	

2 Banking Records

Where no printouts/backup of accounting software package is supplied please provide following:

Bank statements including any savings account, foreign bank, investment bank or term deposit.

Cheque & Deposit butts giving details of each payment/deposit.

Where you maintain a written Cash book, please also provide;

Cashbook duly analysed and reconciled to the bank statements on a monthly basis

Where no Cash book is supplied, please also provide;

Receipt books. Make sure any items not for business sales are clearly marked.

Suppliers' invoices filed in Cheque number order.

Please provide all statements and details of transactions if you have Foreign Bank Accounts or Investment Accounts

3 Credit Card Transactions.

If personal credit card is used for business purposes, please provide the statements for the full year with the details of nature of expenses.

4 Stock on Hand (GST exclusive amount)

Stock should be counted at Balance Date and adequate records retained to substantiate the dollar value arrived at.

Particulars (raw materials, work in progress etc)	Amount in \$

5 Accounts Receivable (Debtors) – see attached Schedule 1

If no aged trial balance is provided, please supply a list using the Schedule 1 attached of all accounts or amounts owing to you at Balance Date. Exclude any bad debts. To enable bad debts to be excluded from income, these must be specified.

6	Other Current Assets:
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6-A	Pre-Payments (expenses paid in advance as at 31 March)
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Particulars	Amount

6-B	Loans Forwarded and Advances
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Particulars	Amount

Fixed Assets and Investments

Please complete the form in full. Please mention 'N/A' for not applicable sections.

7	Fixed Assets
Particulars of any fixed assets purchased or sold Where applicable please provide the following documents: * Hire Purchase/ Loan/ Lease agreements/ Legal statements/ Trade-in details/ Lost, stolen or scrapped items/ Copy of Tax Invoices.	

Purchased						
Description	Date of Purchase	Cost Price in \$	Asset Payment Details	Used(U) New (N)	If any Asset traded in (eg car)	
					Description	Value in \$ (Incl GST)

Sold / Scrapped(excluding trade-ins included above)				
Description	Date of Sale	Sale Price in \$	Proceeds deposited in?	Sold (S)/ Scrapped (SC)

8	Investments (term deposits, shares etc)
<i>Please provide the details of Investments made during the year along with the related Brokerage, Term Deposit receipts etc for the Financial Year.</i>	

Description	Amount

Please provide the contact details of your Portfolio Manager.

Equity and Liabilities

Please complete the form in full. Please mention 'N/A' for not applicable sections.

9	Equity & Other Administration (Only applicable to company)		
	Are there any changes in Directorship during the year?	Yes	No
	Are there any shares transferred during the year?	Yes	No
	Are any share transfers likely to take place in the coming year?	Yes	No
<i>(Company status may change due to this i.e. Loss Attributing Qualifying Company or Qualifying Company)</i>			

10	Inter Entity Transactions between related parties		
	Are there any transactions during the year between the company and any director, shareholder, or related entity (i.e. Family trust) during the year. Eg. Purchase of assets or trading stock from/to a director/shareholder, Salary, dividend etc?	Yes	No
	If yes, has this been entered in the Interests Register of the company?	Yes	No
<i>(At the time of distribution the Directors must sign a certificate that the company is solvent.)</i>			

Please provide details of benefits provided to Directors i.e. vehicles provided for private use and others.

11	Mortgage/ Loan Changes
<i>Please provide details of any increases / decreases in mortgage / loan balances, changes in security, alterations to repayment term and current interest rates.</i>	

Lender's Name	Balance Outstanding as at 31st March	Interest Rate

12	Hire Purchase
<i>Please provide all Hire Purchase Agreements entered during the Year.</i>	

Name of Vendor:	Asset Purchased on Hire Purchase

13	Accounts Payable (Creditors) – see attached Schedule 2	Amount in \$
If no aged trial balance is provided, please provide a list using the form attached of all accounts or amounts owing to you at Balance Date indicating the name of the creditor, amount and what the debt is for. Alternatively, mark on Cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your Balance Date may be claimed in your 2011 tax return.		

14	Good and Services Tax (GST)			
	Please inform the basis of preparation of GST Return	Payments basis	Invoice basis	Hybrid basis
	What is the frequency of filling GST Return	Monthly	Two Monthly	Six Monthly
	Please provide copies of Goods and Service Tax (GST) returns and supporting work papers.			

15	Other Liabilities (if any, please provide the details of all other Liabilities not covered above)

Expenses

Please complete the form in full. Please mention 'N/A' for not applicable sections.

16	Home Office
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Please provide details of office space used at home for business purposes.

Area of home used as an office		sq m		
Total area of home (including garage)		sq m		% office

Expenses	Amount in \$
Power	
Rates	
Insurance - building only, <u>not</u> contents	
Repairs (supply details)	
Wood / Power / Gas	
Corporate Lease fees	
Interest / Rent	
Other	
Total	

Home Office Claim	
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17	Private Use of Goods & Services
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*Please give details of all goods and services used privately, eg. stock, private tolls.
Also the percentage of private use of phone and power*

Goods and services	Amount in \$	Pvt used %
Power		
Insurance - Private percentage		
Telephone - Private tolls		
Telephone - Private percentage of rental		
Cellphone - Private Percentage of use		
Goods for own use		

18	Expenses paid in Cash or from Personal Funds
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*Please provide details of any business expenses paid from personal sources during the year.
(i.e. Not paid out of your business bank account) - Provide receipts where possible.*

[illegible]

19	Car Expenses
<i>The proportion of motor vehicle business use as established by you vehicle log book(s) is/are :</i>	
Log kept from	to to cover three years ending
Vehicle Make & Model :	
Business	Km
Total	Km
Percentage Business	%
<i>Business use of any private vehicle? (Please attach details)</i>	
<p><i>Please note that a detailed and accurate log book must be completed for a three month period for every three years, otherwise vehicle expenses claims will be limited to a maximum of 25% of expenses incurred. In view of the above rule, please confirm that your current business percentage is still valid.</i></p>	
YES	
NO	
20	Entertainment Expenses
<i>Please provide details of expenditure in New Zealand incurred on food, beverages, recreation, any transport or accommodation for business purposes.</i>	
21	Legal Expenses
<i>Please provide copies of all legal fees paid for during the period specifying the nature of the expenditure.</i>	
<i>Note: As some legal expenses are not tax deductible we have to review these in detail.</i>	
22	Insurance
<i>Please provide breakdown of insurance premium paid for analysis of expenses. Supply invoice copies.</i>	
23	Wages paid to Employees
<i>Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD.</i>	
OR	
<i>Send copies of your Employer Monthly Deduction Schedules (IR 345 Form).</i>	
24	Fringe Benefit Tax (FBT)
<i>Provide copies of Fringe Benefit Tax (FBT) returns and work papers.</i>	

Income

Please complete the form in full. Please mention 'N/A' for not applicable sections.

25	Income other than from business source		
	Is there any other income e.g. rents, royalties, share of partnership / trust / estate income, overseas income? (attach details)	Yes	No
	Losses? Please attach details of any losses received from partnerships, companies, trusts, estates.	Yes	No
26	Interest and Dividend Certificates		
	Provide copies of certificates provided to you by your bank or other interest payer(s).		
27	Contingent Liabilities		
	Please provide details of any events from which future liability is expected to arise though uncertain at Balance Date.		
	Detail	Estimated Cost	
28	Attribution Rules		
	Did you derive 80% or more of your taxable income from one client or source?	Yes	No
29	Notes		

Schedules annexed to Business Questionnaire

Schedule 1 – Accounts Receivable (Debtors)

Amount your customers owe you as at 31 March 2012/balance date if different.

Name of Customer	Total Inclusive of GST in \$	Net Amount in \$	GST in \$
Total			

Schedule 2 – Accounts Payable (Creditors)

Amount you owe to your suppliers as at 31 March 2012/ Balance Date if different

Name of Creditor	Total Inclusive of GST in \$	Net Amount in \$	GST in \$
Total			