

INFORMATION QUESTIONNAIRE FOR BUSINESS FINANCIAL

PLEASE HELP US KEEP OUR DATABASE UP TO DATE
(Note any changes here)

CLIENT NAME:

Postal Address _____ **Home Address** _____

Post Code _____

Post Code _____

Contact Person: _____

Email Address: _____

Contact Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

Convenient Time for Contact: _____

BALANCE DATE: _____

PLEASE ENSURE YOU SIGN THIS QUESTIONNAIRE
(We cannot commence work without a completed questionnaire)

GENERAL

- a) When do you wish your accounts completed by _____/_____/_____
- b) I wish to discuss my draft financial accounts before they are finalised Yes / No
- c) Once finalised I would like a meeting to discuss my business affairs and tax returns Yes / No
- d) Would you like us to supply you with a second copy of your financial accounts for your bank? Yes / No

If you wish us to send this directly to the Bank, help us by showing the address of Bank and Contact Person:

e) If my return results in a refund due, I would like the refund:

- i. sent to me in full
 - ii. used to offset my Provisional Tax liability
 - iii. applied towards my Accountancy Fees
- (Please tick one)

CAN WE HELP YOU?

Comments

a) Goods and Services Tax

Do you require assistance with preparing your GST. Return?	Yes / No	<hr/> <hr/>
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Do you require assistance with establishment of a computerised record keeping system for GST.?	Yes / No	<hr/> <hr/>
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Do you have any particular GST problems which we we can help you with?	Yes / No	<hr/> <hr/>
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We can streamline your GST return preparation

b) Budget and Cash Flow Projections / Two Year Tax Projection

Would you like us to prepare any of the above for you? Yes / No

c) Risk Analysis

Are all your business assets/risks adequately insured? Yes / No

Would you like to know more about the topic? Yes / No

d) Family Trust

Do you have a family trust? Yes / No

Would you like to discuss either the formation of a new trust or a review of the old one? Yes / No

A. RECORDS AND INFORMATION REQUIRED

1. **Bank Account:** (for all business accounts, including loan accounts)

Cash Manager, QuickBooks, MYOB Backup Disk, Xero or Reckon One (access).

OR Cashbook Please provide and include one month past balance date.

OR Bank Statements, Cheque books, Deposit books

(make sure they are all there and all cheques and deposits are clearly identified as to what they are). Please provide and include one month past balance date.

2. **Savings/Term Deposit Accounts Statements** as well any share sales or purchase.

3. **Copies Workpapers**

a) Copies of GST Returns and Workpapers

b) Copies of Fringe Benefit Returns and Workpapers

c) Copies of ACC Levy Statements

4. **Dividends and Interest Received**

If interest or dividends were received during the year, please include interest certificates and/or dividend advices.

5. **Dividends or Interest Paid**

If you have made dividend withholding tax or interest PAYE payments to the IRD please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliation.

6. **Stock on Hand/Work in Progress**

a) **Stock** \$Incl / Excl GST (please circle)

Stock on hand should be counted at balance date and separate stock sheets prepared for stock purchased for resale, stock used in production and stock manufactured. The IRD require these stock sheets to be retained for 7 years.

Stock on hand may be valued at the **lower of cost, market selling value or replacement value**. Different stock lines can be valued using different methods.

b) **Obsolete items must be valued at cost unless a lower market value can be substantiated** \$Incl / Excl GST (please circle)

Profit margins should not be included.

c) **Work in Progress**

Work in progress should be valued at **cost of materials, direct labour and production overheads** less any progress payments.

Profit margins should **not** be included. \$Incl / Excl GST (please circle)

7. **Debtors** (money owing to you at balance date)
Specify whether GST included or excluded. \$
Incl / Excl GST (please circle)

NOTE: If you are using an accounting package, please ensure that the total for accounts receivable reconciles to the debtors listing.

Bad Debts Written Off During The Year (Schedule attached):
Specify whether GST included or excluded. \$
Incl/Excl GST (please circle)

8. **Creditors (money owing by you at balance date)**
Attach a list (show nature of expenses e.g. purchases, PAYE etc.) showing amounts as GST inclusive.

NOTE: If you are using an accounting package, please ensure that the total for accounts payable reconciles to the creditors listing.

9. **Cash On Hand**
What was the last banking for the financial year?

Date banked: Amount Banked: \$

Cash on hand at balance date

a) Unbanked takings \$
b) Till Floats \$
c) Petty Cash Floats \$
\$

Total Cash on hand at balance date \$

10. **Cash income not banked during the year**
Please supply a list (or a day book) of payments made for business expenditure (identifying nature of expense e.g. wages), for personal expenditure and amounts lodged into other bank accounts.

11. **Fixed Assets**
Attach a list of assets purchased and / or sold during the year:
Please provide copies of: Sale and Purchase Agreements
Hire Purchase Agreements
Solicitors Settlement Statements
Valuations (e.g. Rates Demands, Valuers Reports etc)

12. **Repairs and Maintenance**
Ensure all details are recorded **in full** on cash books or accounting software.

13. **Tax Allowance for work from home**
Do you use your own home for business purposes? If so, what proportion of the total area used for business?

Area used: Total Area:

Insurance \$
Interest paid on mortgages \$
Power \$
Rates (attach latest rates demand) \$
If rented, total rents paid \$
Repairs \$
Any other house expenses \$

14. Business Motor Vehicle(s) – from Log Book

Please supply a summary of business and private travel from your log book. You need to keep a log book for three months every three years.

15. Private Use Adjustments

Portion of expenses to be allocated as private:

	\$	or	%
Telephone
Power
Insurance
Goods taken for own use

16. Business Expenses

Attach a list of business expenses paid from personal funds

B. HAVE THERE BEEN ANY CHANGES IN NATURE OF YOUR BUSINESS SINCE LAST BALANCE DATE?

Yes / No If yes, please give details of change:.....
.....
.....

C. HAVE YOU RAISED OR REPAYED ANY LOANS / MORTGAGES DURING THE YEAR?

If so, please provide details of change:.....
.....
.....

Please supply copies of solicitors' statements. Loan documents and bank statements.

Please also supply details of latest Government Valuation and/or a copy of rates demand for Land and Buildings owned and used in business activities.

D. OTHER DETAILS

Please provide any other relevant information:.....
.....
.....

E. TERMS OF ENGAGEMENT

I Confirm that there has been no change in circumstances that require an update of our terms of engagement. A copy of the Terms of Engagement is available on our website.

CLIENT'S SIGNATURE: DATE:.....

..... DATE:

REVIEWED BY: DATE:.....