

## 2020 BUSINESS INCOME – CLIENT QUESTIONNAIRE

Client Name:

Compilation Balance Date:

### A. RECORDS AND INFORMATION REQUIRED

1. Manual System – If you are **not** either using a computerised accounting system or a computerised cashbook system we require either:

Bank Statements – for all accounts operated by the business.  
Statements should cover the full period and for at least one month after balance date.  
Please order any missing statements.

- |    |         |           |    |
|----|---------|-----------|----|
| a) | A/c No. | from page | to |
| b) | A/c No. | from page | to |
| c) | A/c No. | from page | to |

All Cheque/Deposit Books for Year

Number of cheque books supplied \_\_\_\_\_

Number of deposit books supplied \_\_\_\_\_

For all bank accounts operated by the business, mark clearly the nature of all payments on the butts. Personal expenses or drawings should be clearly marked. All deposit butts should be similarly marked with items other than business sales clearly described. Please note payments not subject to GST.

Or

Cash Books

As an alternative to 1 above a balanced and reconciled cash book may be supplied. Descriptions of payments and receipts must be clear.

Computerised Accounting Systems

What system are you using? - System  
- Version

Please provide the following records:

- Copies of the following reports printed from your system:
  - Profit & Loss Statement/Statement of Financial Performance Report for full year.
  - Balance Sheet/Statement of Financial Position Report as at balance date
  - Detailed General Ledger for the full financial year
  - Trial Balance as at balance date
  - Bank Reconciliations as at balance date
  - Copy of bank statement as at balance date for all bank accounts
  - Schedule of Sundry Debtors/Accounts Receivable as at balance date agreeing to Balance Sheet
  - Schedule of Sundry Creditors/Account Payable as at balance date agreeing to Balance Sheet

Computerised Cashbooks

What system are you using? - System  
- Version

Please provide the following records:

- Copies of the following reports printed from your system:
  - Detailed Cashbook (by account code) for the year

<ul style="list-style-type: none"> <li>- Summary Cashbook (by account code) for the year</li> <li>- Bank Reconciliation as at balance date</li> <li>- Copy of bank statement as at balance date for all bank accounts</li> </ul>	
<p>2. <u>Savings Bank Passbooks/Investment Account Statements</u> Mark nature of entries where this is not obvious.</p>	
<p>3. <u>Copies of GST Returns and Workpapers</u></p>	
<p>4. <u>Copies of Fringe Benefit Returns and Workpapers</u></p>	
<p>5. <u>Dividend or Interest PAYE Paid</u> If you have made dividend PAYE or interest PAYE payments to the Inland Revenue Department please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliation.</p>	

<p><b><u>B. STOCK ON HAND/WORK IN PROGRESS</u></b></p> <p>Stock on hand should be counted and separate stock sheets should be prepared for stock purchased for resale, stock used in production and stock manufactured. These stock sheets are required to be retained for seven years.</p> <p>Stock on hand should be generally valued at cost (including associated transport, insurance and production costs), discounted selling value or replacement price. Profit margins must not be included. If you need any assistance with stock valuation please do not hesitate to contact us.</p> <p>Specify whether GST is included or excluded.  <div style="text-align: right;">Included/Excluded</div></p> <p>Date of Stocktake _____</p> <p>Value of Stock on Hand _____</p> <p>Work in progress at balance date should be counted and valued and schedules should be prepared as for inventories. Work in progress should be valued at cost of materials, direct labour and factory overhead after deducting progress payments. Profit margins should not be included.</p> <p>Specify whether GST is included or excluded.  <div style="text-align: right;">Included/Excluded</div></p> <p>Value of Work in Progress _____</p>	
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**C. ACCOUNTS RECEIVABLE (Sundry Debtors)**

List amounts owing to you at balance date and indicate against any amount that you consider you are unlikely to receive payment for. Exclude those already written off during the year.

Specify whether GST is included or excluded.

Included/Excluded

Total at Balance Date \$ \_\_\_\_\_

Bad Debts Written Off During Year \$ \_\_\_\_\_

List Supplied

**D. ACCOUNTS PAYABLE (Sundry Creditors)**

List amounts owing by you at balance date indicating name of creditor, amount and nature of debt. Alternatively mark on cheque butts as soon as possible after balance date or highlight in cash book those items after balance date which should be included.

Specify whether GST is included or excluded.

Included/Excluded

Total at Balance Date \$ \_\_\_\_\_

List Supplied

**E. CASH ON HAND**

a) Note details of last banking for financial year.

Amount \$ \_\_\_\_\_

b) Cash on Hand at balance date.

- unbanked takings \$ \_\_\_\_\_

- petty cash float \$ \_\_\_\_\_

- till float \$ \_\_\_\_\_

**F. INCOME DURING YEAR**

Were all takings (e.g. **Cash**) banked in your business trading account?

If not, enter the amounts not banked, but applied:

a) for personal expenditure \$ \_\_\_\_\_

b) for business expenditure \$ \_\_\_\_\_

c) lodged into other bank accounts \$ \_\_\_\_\_

**G. FIXED ASSETS**

List assets purchased and/or sold on an attached schedule, specifying:

Date Purchased/Sold	Method of Payment
Amount Received	Trade-In Details if applicable
Type of Asset	

Please provide relevant vouchers and hire purchase agreements. Give details of any property acquisition/sales and please supply copies of solicitors settlement statements.

For property sold, specify date originally purchased. This is very important for property which maybe subject to the new IRD Bright-Line rules. Please read our covering letter with this questionnaire for further information.

\_\_\_/\_\_\_/\_\_\_  
Supplied/NA

**H. REPAIRS AND MAINTENANCE**

If information is not recorded in full on cheque butts or cash books, please provide details of major repairs and maintenance to business assets during financial period.

Supplied/NA

**I. INSURANCE & ACC LEVIES**

Please provide either original or copy of all Insurance/Work Place Accident Insurance/ACC Invoices (this is essential for all companies).

**J. TAX ALLOWANCE FOR WORK DONE AT HOME**

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

(Please attach latest rate demand)

Interest paid on mortgages \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Power \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Any other house expenses \$ \_\_\_\_\_

If house or flat rented  
- total rents paid \$ \_\_\_\_\_

**K. BUSINESS MOTOR VEHICLE(S) – (FROM LOG BOOK)**

If applicable advise total distance travelled this year, and distance travelled on business matters.

Vehicle \_\_\_\_\_

Business Travel \_\_\_\_\_ kms

Total Distance Travelled \_\_\_\_\_ kms

Vehicle \_\_\_\_\_

Business Travel \_\_\_\_\_ kms

Total Distance Travelled \_\_\_\_\_ kms

Please note that log book details for each vehicle need only be recorded for one three month period every three years. If you are using last years percentages please advise - YES / NO

**L. PRIVATE USE**

Portion of expenses incurred to be allocated as private:

\$                      or                      %

a) Telephone and Tolls      \_\_\_\_\_                      \_\_\_\_\_

b) Power                                      \_\_\_\_\_                      \_\_\_\_\_

c) Goods for own use                      \_\_\_\_\_                      \_\_\_\_\_

**M. BUSINESS EXPENSES**

Please list expenses paid out from personal funds relating to business.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**N. HAS THERE BEEN ANY CHANGE IN THE NATURE OF YOUR BUSINESS SINCE LAST BALANCE DATE?**

YES / NO

If so, brief details of this change.

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**O. HAVE YOU RAISED OR REPAID ANY NEW MORTGAGES AND OR LOANS IN THE FINANCIAL PERIOD?**

YES / NO

If yes please supply details/documents including:

Mortgagor or Lender	Term
Principal Sum	Commencement Date
Security	Rate of Interest

Also please attach copies of solicitors' settlement or relevant documents.

Latest Government valuations for land and buildings (if applicable) and date.

**P. PERSONAL ADVANCES**

Please record any advances made by you to the business

**Q. ADVANCE PAYMENTS/DEPOSITS**

Provide details of any payments made for goods and services not delivered at balance date.

**R. LAND AND BUILDINGS**

Latest government valuations for land and buildings used in business

Date of Valuation                      \_\_\_/\_\_\_/\_\_\_

Land    \$ \_\_\_\_\_

Improvements                              \$ \_\_\_\_\_

**S. SOLICITORS STATEMENTS**

Please submit solicitor's statements relating to any legal transactions during the year.

**T. MIXED USE ASSETS (Holiday Homes)**

If you claim a holiday home as a business please advise:

(a) Number of days used by owner / related party \_\_\_\_\_

(b) Number of days let at less than 80% of market rate (not included in (a)) \_\_\_\_\_

(c) Number of days let to third party at 80% or more of market rate (not included in (a) or (b)) \_\_\_\_\_

Income received under (a) and (b) \$ \_\_\_\_\_

Income received under (c) \$ \_\_\_\_\_

Please contact us for a Mixed Use Asset Questionnaire

**U. OTHER**

Please note details of any other information you consider relevant.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*As an annual requirement by the Chartered Accountants Australia and New Zealand, we request that you read and sign the following.*

***TERMS OF ENGAGEMENT***

*I confirm that I have examined all the matters mentioned above and provided you with all relevant details as requested.*

*I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my/our financial statements. The accuracy of my/our financial statements will only reflect the information I/We have supplied to you, therefore, I/We understand that your work will not detect error/fraud. The financial statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims, or demands by any third person. I/We accept responsibility for all other records and information supplied to you and I/we will be responsible for any failure by me/us to supply all relevant records and information to you.*

*Under the Privacy Act, we require your written authority to obtain information from banks, solicitors, ACC and also the IRD. We can then obtain the information without having to contact you each time.*

*I/We authorise you to have access to any information you may require from the Inland Revenue Department, ACC, my bank and/or solicitor in order for you to complete my/our tax returns.*

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**This questionnaire has been designed to provide information to maximise your tax deductions and minimise the tax you pay.**