

**PLEASE COMPLETE BOTH SIDES OF THIS SHEET**

## **BUSINESS QUESTIONNAIRE**

NAME \_\_\_\_\_ BALANCE DATE \_\_\_\_\_

DAYTIME CONTACT PHONE NO \_\_\_\_\_ HOME PHONE NO \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX NO \_\_\_\_\_

### **ACKNOWLEDGEMENT BY CLIENT OF TERMS OF SERVICE AGREEMENT**

The preparation of our financial statements is at our request and for our purposes only and is not to include an audit or a detailed review to substantiate the accuracy of the information.

We accept responsibility for the accuracy and completeness of the information supplied.  
We also accept responsibility for supplying all information necessary to enable returns to be filed by due date.

We understand that the detection of error or fraud is not part of the engagement for preparation of the financial statements and that Kendons Chartered Accountants Limited are not liable for the accuracy and completeness of the information supplied to them.

We acknowledge that the legal obligation to file tax returns and pay tax by due date rests with us.

We confirm that all business takings were banked to the business bank account except for the items detailed in Question 1.

#### Authority to Obtain Information Subject to the Privacy Act

We authorise Kendons Chartered Accountants Ltd to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department and other persons or organisations to obtain such further information as required to complete the financial statements and tax returns.

**CLIENT'S SIGNATURE:** \_\_\_\_\_

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



4. **INVENTORY** – valued at lower of cost or net market value.  
Do not include GST. \$ \_\_\_\_\_

Ensure you have stock sheets on hand supporting all figures.

5. **ACCOUNTS PAYABLE** (including GST)  
– please provide a schedule of accounts payable at balance date.  
– identify the type of expense (eg phone, purchases, PAYE).

6. **WORK IN PROGRESS** at balance date. Do not include GST \$ \_\_\_\_\_  
(Valued at the total of material & labour cost, plus a proportion of overheads)

7. **ACCOUNTS RECEIVABLE** at Balance Date (including GST) \$ \_\_\_\_\_  
Attach a copy of your Trial Balance. Do not include bad debts written off before balance date.

8. **BAD DEBTS WRITTEN OFF BEFORE BALANCE DATE** (attach schedule)

9. **PURCHASE & SALE OF ASSETS** – please attach details of assets purchased (please indicate whether they were purchased second-hand) and assets sold during the year.

Has GST been claimed from or paid to the IRD on the purchase and sale of these assets? YES/NO

If applicable, please update the attached fixed asset schedule for assets scrapped or deleted this year.

10. **HAVE BUSINESS EXPENSES BEEN PAID FROM PERSONAL CASH?** YES/NO  
If YES, please attach details.

11. **AUTOMATIC PAYMENTS**  
Please attach list of new automatic payments and what they relate to.

12. **PRIVATE USE**  
Have you taken goods for your own use?  
Please detail YES/NO

13. **USE OF HOME**  
Do you use your home for business purposes ? YES/NO  
Has the area used changed from last year? (If YES please provide details) YES/NO

If home is used please complete the details below -

Mortgage Interest	\$ _____	Power	\$ _____
Rates	\$ _____	Repairs	\$ _____
Insurance (House/Contents)	\$ _____	Other	\$ _____

**14. MOTOR VEHICLE EXPENSES**

Only complete this section if FBT was **NOT** paid.

If you maintained a log book please complete % business use details.

Note that your log book period only lasts for 3 years and then another 3 month test period should be used.

List Vehicles Used 1. \_\_\_\_\_ 2. \_\_\_\_\_

Total distance run \_\_\_\_\_ km \_\_\_\_\_ km

Business use distance run \_\_\_\_\_ km \_\_\_\_\_ km

Please circle the year you last completed a log book: 2005 2006 2007 2008 2009 2010

**15. RENTAL PROPERTY**

Do you own rental properties? YES/NO

If YES, please complete the Rental Property Schedule or Rental Company questionnaire attached to this questionnaire, or request a copy from us.

Have you sold/purchased any property other than your home during the year? YES/NO

IF YES, Please supply a copy of Solicitor's Settlement Statement.

**16. OTHER DETAILS**

(a) Please list below if there has been:

- (i) any change in the nature of your business since last balance date.
- (ii) business factors which have affected your profitability
- (iii) any unusual items of income or expenses

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) If members of your family provide assistance in the business:

(i) How many hours per week do they work on average in the business?

Name \_\_\_\_\_ hrs per week

(ii) What have they been paid \$ \_\_\_\_\_

(c) Any other details.

**17. COMPANY CHANGES**

Where your business operates as a limited liability company have there been any changes in shareholding or in the addresses of any of the shareholders or directors.

(If yes, please provide details) YES/NO

**18. DATE RECEIVED** \_\_\_\_\_ by \_\_\_\_\_  
(Kendons to complete)