

# Business Questionnaire



Tax Year 1 April to 31 March

---

Name: .....

Balance Date: .....

Daytime Contact Ph: .....

Home Ph: .....

Email: .....

Mobile: .....

## 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: .....

---

## Information required for Financial Statements

Please ensure that this form is completed in full. If any section is not applicable, please mark N/A.

The items below are required for the whole year - please attach your work papers where appropriate.

**1. Have all business proceeds / takings been banked?**

YES / NO

If no, please provide details: .....

.....

**2. Records** – please provide information for all items below which are relevant to your business.

- (a) **COMPUTER BASED RECORDS** (please provide copy of your Balance Date bank statements)
  - (i) Xero Users: Please complete bank reconciliation and email us to confirm this has been completed. Please ensure you give us access to your Xero account if you haven't already.
  - (ii) Cash Manager Users – Please complete your Bank Reconciliation and email the 'Cash Manager Transfer' file to [kendons@kendons.co.nz](mailto:kendons@kendons.co.nz).
  - (iii) MYOB Users – Please reconcile Bank, Debtors & Creditors and email a BACKUP of your files to [kendons@kendons.co.nz](mailto:kendons@kendons.co.nz) (do not send Accountant Export File).  
  
PLEASE do not make any adjustments after you have sent us your file without first contacting us.
  - (iv) All other software programs – please supply a trial balance, bank reconciliation and a printout of all ledger accounts for the year.
  - (v) CASHBOOK (Reconciled to Bank Statements)
  - (vi) BANK RECORDS - please provide a .csv file of your bank statements.

**Are loans, personal deposits and transfers from other bank accounts clearly marked?  
If not please attach a list.**

- (b) HIRE PURCHASE / MORTGAGE / LOAN / LEASE AGREEMENTS. Please supply documents for new and current agreements.
- (c) GST RETURNS/FBT RETURNS for the year and work papers.
- (d) COMPANY DIVIDENDS / INTEREST RECEIVED / PORTFOLIO  
Please attach advice slips / RWT certificates / portfolio tax report and valuation.
- (e) ACC INVOICES – please provide copies of the ACC invoices received this past year.
- (f) DONATIONS – please provide receipts.
- (g) INVESTMENT DETAILS – please provide new / sold / changed investment details.
- (h) HOLIDAY PAY OWING AT 31 MARCH – please provide amount at 31 March and amount taken before 2 June.

**3. Cash On Hand** (takings not banked at Balance Date) \$ \_\_\_\_\_  
Date banked \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Till and Cash Floats held \$ \_\_\_\_\_

**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 accounts receivable. 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.

VEHICLE PURCHASES – is the vehicle strictly for business purposes? YES / NO

**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? YES / NO

If YES, please provide details .....

.....

**13. Legal Fees**

Please give details of any legal fees over \$10,000.

.....

.....

**14. 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

Area of Study/Workshop \_\_\_\_\_ Total Area of House \_\_\_\_\_

If home is used please complete the details below –

Mortgage Interest \$ \_\_\_\_\_ Power/Gas \$ \_\_\_\_\_

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

Insurance (House/Contents) \$ \_\_\_\_\_ Rent \$ \_\_\_\_\_

Phone / Internet \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Home Office Assets \$ \_\_\_\_\_

**15. 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: 2012 2013 2014 2015 2016 2017

**16. FBT on Vehicles**

Number of days vehicle was NOT available for private use \_\_\_\_\_

**17. 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.

**18. 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.

**19. 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 .....

.....

---

**For Office Use Only**

**Date Recieved:** .....

**Received by:** .....