

Annual accounts questionnaire

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| --- | --- |
| Business Name: |  |
| Financial year ended: |  |
| Business phone: |  |
| E-Mail address: |  |
| IRD number: |  |

Check List

Please check the list below to ensure you have provided all the applicable information.

*Checklist of records required*

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| Enclosed |
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Bank Statements covering the full financial year

All ACC Levy documentation

Lease / HP Agreements, incl. details on early settlements Legal Statements relating to business transactions Stock-take Sheets / Work in Progress (GST excl)

List of Creditors (Accounts Payable) (GST incl)

List of Debtors (Accounts Receivable) (GST incl)

Record of Assets Purchased / Sold

Copies of FBT Returns, workings and assessments Copies of GST Returns, workings and assessments Interest RWT Certificates

Dividend Advice Notices

Bank and Cash Transactions:

* Were all the business takings banked in your business account? If no, provide details and analysis

Yes / No

Cash taken for private use: Out of till expenses:

Other:

$ \_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_

* Have you received any deposits from customers for goods not yet supplied?

Yes / No

* Have you received any other income (e.g.: interest, dividends, income from a partnership, estate or trust or any income from overseas) which has not been banked into the business bank account?

If yes, please supply details.

* Have you paid any expenses from funds other than the Business Bank Account? If yes, please schedule.
* Do you use credit cards for business purposes?

If yes, please supply statements for the full year indicating clearly business related costs.

* Were there any business transaction carried out via your solicitor? If yes, please enclose legal statements.
* Does this entity have a mixed use holiday home (that is rented and used privately)? If yes, please enclose details of days used privately and days rented.

Yes / No

Yes / No

Yes / No

Yes / No

Yes / No

Overseas Income / Expenses

* Has the business received any income? If yes, please attach details.
* Has the business paid any expenses to people / businesses who are not New Zealand residents?

If yes, please attach details.

Debtors

Yes / No

Yes / No

Total owed to you at 31 March (GST inclusive)

Creditors

Total owed by you at 31 March or the business’s financial year end

(GST inclusive)

(incl. payments made after 31 March that were owing at that date).

Work in Progress

Total work in progress at 31 March or the business year end

- excluding GST

$\_\_\_\_\_\_\_\_\_\_\_\_\_

Work in Progress should be valued at cost of materials, direct labour and factory overheads after deducting progress payments. Profit margin should not be included.

Stock on Hand

Total stock on hand at 31 March or the business year end- excluding GST

$\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash on Hand

* Was there any money not banked at balance date?

Yes / No

If yes, please indicate date and amount.

$\_\_\_\_\_\_\_\_\_\_\_\_\_

* Do you have a Cash Float?

Yes / No

If yes, how much?

$\_\_\_\_\_\_\_\_\_\_\_\_\_

* Do you pay any expenses from Petty Cash?

Yes / No

Investments

Have you purchased or sold any investments during the year?

Yes / No

Have you any overseas investments?

If yes, please detail and supply copies of the appropriate documentation.

Property Transactions

Has the business acquired or sold any property?

If yes, please supply a copy of solicitors settlement statement,

the sale and purchase agreement and any other relevant documentation.

Assets

Yes / No

Yes / No

Review the Fixed Asset Schedule attached to last year’s Financial Statements, and complete the appropriate sections attached for all Purchases, Sales or Disposals / Write-offs.

Purchases

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asset | Date ofPurchase | Purchase Price including GST | New / Secondhand | FinancedYes / No |
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Attach a copy of invoice relating to any Asset purchased for over $500 net of GST

Sales

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| --- | --- | --- | --- |
| Asset | Date of Sale | Sale Value including GST | Date funds deposited, or details of trade in if proceeds not received |
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Disposals / Write-offs

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| --- | --- |
| Asset | Reason for Disposal / Write-off |
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Mortgages / Loans / Hire Purchase Other Finance Funding

* Did the business enter into any loan agreements during the past financial year?

If yes, please supply copies of all the documentation.

* Did the business repay any of its borrowing during the last financial year?

If yes, please provide details.

Contingent Liabilities / Future Commitments

Do you have any contingent liabilities or future commitments (including lease commitments)?

Yes / No

Yes / No

Yes / No

Fringe Benefit Tax

Do you pay Fringe Benefit Tax?

If yes, please supply copies of all returns filed during the year with working papers.

Goods and Services Tax (GST)

Are you registered for GST?

Yes / No

If yes, please supply details of your workings together with a copy of each GST Return filed during the year and IRD assessments.

Home Office / Workshop / Garage Claim

If you use an area of your private home for business purposes you may be able to claim a portion of your home related expenses as a tax deduction. If you wish to claim this deduction, please complete the following.

$

$

Rent, if not owned

Insurance

Repairs

Interest

Power and Gas

Rates and Water Rates

· Has the portion of claimable area in your house changed since last balance date?

Yes / No

If yes please state date of change:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Office / Workshop \_\_\_\_\_\_\_\_\_\_\_\_m2

Area of Home

\_\_\_\_\_\_\_\_\_\_\_\_m2

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Goods Taken for Own Use

Have you taken any goods for personal use? If yes, please detail and quantify

Yes / No $\_\_\_\_\_\_\_\_\_\_\_

Business Portion of Expenses

Did you incur any costs, which are partly for business and partly for private purposes?

Yes / No

*Please indicate below the business portion*

Motor Vehicle (as per log)

\_\_\_\_\_\_\_%

Insurance

\_\_\_\_\_\_\_%

Telephone / Tolls

\_\_\_\_\_\_\_%

Subscriptions

\_\_\_\_\_\_\_%

Power

\_\_\_\_\_\_\_%

Travel Expenses

\_\_\_\_\_\_\_%

· Have you kept a log of motor vehicle usage? If yes, please enclose.

Yes / No

A log book must be kept for a period of 90 consecutive days every three years unless you are paying Fringe Benefit Tax on your vehicle, or if the vehicle is exempt from Fringe Benefit Tax.

If you have any other matters, which might be important in determining your tax position that you feel you should discuss with us, please note them here.

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How many bound copies of the Financial Statements do you require?

\_\_\_\_\_\_\_\_

If you are due for a terminal tax refund, please indicate how you wish it to be treated:

Refunded in full

Offset against next Provisional Tax

Offset against ACC Levies

Transferred to taxpayer named below

Name:

IRD Number:

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I ………………………………………………. hereby authorise ……………………………………….to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_