

Business Questionnaire 2017

It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client

Name :

Phone Number :

Terms Of Engagement

I/We confirm that

- I/We have provided all the information that is required for the completion of my/our taxation returns.
- I/We accept responsibility for the accuracy and completeness of all records & information supplied to you.
- I/We hereby instruct you to prepare my/our financial reports and taxation returns for the current period - you are not to complete an audit and therefore accept that you cannot be relied upon to detect error and fraud.
- Your services are not intended to, and accordingly will not result in the expression by you of an opinion, on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.
- I/We accept that your invoices are due and payable 14 days after the date of the invoice, unless otherwise agreed in writing. Any expenses incurred by you in the collection of outstanding debts are payable by me/us.
- You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, and other persons organisations to obtain such further information as you may require in order to carry out the above assignments.
- I accept that a 2% monthly administration fee will be payable on all overdue invoices, and that any collection costs incurred in the recovery of the debt if not paid within 2 months of the invoice date will be fully recoverable from me.

I accept the Terms of Engagement.

Signature _____ Date _____

	Yes	No
1. Debtors - Money owing to you at balance date 31 March 2017 "If yes" please complete attached schedule 1. Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____ GST incl./excl.	
2. Creditors - Money owing by you at balance date of 31 March 2017 "If yes" please complete attached schedule 2.	<input type="checkbox"/>	<input type="checkbox"/>
3. Stock On Hand - Only Required If More Than \$10,000 At Cost. Stock on hand should be counted at balance date and stock sheets prepared		
	\$ _____ GST incl./excl.	
4. Is your business a farming business? "If yes" please complete farm schedule.		

	Yes	No
5. Home Office Expenses Is part of your home used for home office, workshop or storage?		
Please provide the followings:		
Total Area Of Home (if changed from previous years) m2	
Area for office/workshop/storage (if changed from previous years) m2	
<i>To ensure the correct calculation of your claim, attach details of domestic outgoings; If not paid by company account</i>		
Mortgage (interest only) \$	Power (GST inclusive) \$	
Rates (GST inclusive) \$	If rent, total rent paid \$	
Building Insurance (GST inclusive) \$	Other costs (GST inclusive) \$	
Content Insurance (GST inclusive) \$		
Telephone - Annual rental only (GST inclusive) \$		
Repairs and Maintenance (GST inclusive) \$		

If we process your GST, you've finished. Thank You
If we don't process your GST, please complete the rest of the questionnaire

6. Record Keeping	Yes	No
XERO	<input type="checkbox"/>	<input type="checkbox"/>
MYOB	<input type="checkbox"/>	<input type="checkbox"/>
Cashbook spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>
Coded Bank Statements - 1st April 2016 to 31 March 2017	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

7. Fixed Assets -	Yes	No
Did the business purchase or sell any assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>
" If yes please complete attached schedule 3		
You must complete the schedule of assets purchased and/or sold during the year. Please provide copies of :		
Sales and Purchase Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Hire Purchase Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Solicitors Settlement	<input type="checkbox"/>	<input type="checkbox"/>
Valuations (e.g. Rates Demands, Valuers Reports etc)	<input type="checkbox"/>	<input type="checkbox"/>

8. Motor Vehicles	Yes	No
If a company, is the vehicle owned by the company?	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Has FBT been paid on the vehicle? <i>Please provide copies of FBT returns if not prepared by us. (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
If no: If not a company or vehicle is not in company books, please fill out below.		
Please note that a detailed and accurate log book must be completed for a 3 month period every 3 years or vehicle expense claims will be limited to a maximum of 25% expense incurred.		
	Vehicle 1	Vehicle 2
Vehicle Description and Rego Number	_____	_____
Business use percentage	_____ %	_____ %
OR, Total Km traveled for business use	_____	_____
AND Total Km traveled	_____	_____

9. Entertainment Expenses
Generally only 50% of entertainment costs are tax deductible, with the following exceptions.
- Meals while travelling on business
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes
If any of these exceptions apply to your entertainment expenditure, please provide details.

10. Expenses Paid Personally				
Please provide a summary of expenses paid by you personally and provide documentation where appropriate.				
(Do not include expenses that have been reimbursed or previously advised)				
Date Of Purchase	Description	Brought From	Cost (incl. GST)	GST Claimed Y/N

11. Private Use	
Value of goods taken for private use at their cost price	\$..... GST Incl./Excl.

12. Other Information- If not prepared by us	YES	NO
GST Returns - All returns and work papers showing how GST was calculated	<input type="checkbox"/>	<input type="checkbox"/>
FBT Returns - All returns and paperwork showing how FBT was calculated	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence - all other correspondence from the IRD	<input type="checkbox"/>	<input type="checkbox"/>

13. Change in Nature of Business	YES	NO
Has there been any change in the nature of your business? If yes please give details :	<input type="checkbox"/>	<input type="checkbox"/>
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.....		
.....		

14. ACC Information - What is your current business activity?		
.....		
You could be entitled to a workplace safety discount.	YES	NO
Tick "Yes" if you would like more information. Please enclose a copy of ACC invoice	<input type="checkbox"/>	<input type="checkbox"/>

15. Insurance Payout - Have you received an insurance payout?	YES	NO
Have you received funds from your insurer or EQC for damages in the earthquake.	<input type="checkbox"/>	<input type="checkbox"/>
Include details of all monies received -		
This only applies if you use your house for business or if the payment relates to a rental property		
Specify if, how much and what you have spent this money on \$.....		

16. Do you require a copy of the accounts to be forwarded to a third party?
If "Yes " please supply details -

Any additional information or comments please attach additional pages.
Please Turn Over for Schedules

IMPORTANT - HAVE YOU ANSWERED ALL THE QUESTIONS?

Schedule 1 If you answered "yes" for question number 1 please fill in this part.
Debtors (amounts owing to you)

Total Debtor Amount	\$	GST incl. /excl. <i>(please circle one)</i>
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Schedule 2 If you answered "yes" for question number 2 please fill in this part.
Creditors (amounts owing by you)

Name of Creditor	Type of Expenses	Total Amount GST incl./ excl. <i>(please circle one)</i>

Schedule 3 If you answered "yes" for question number 6 please fill in this part
Assets Purchased or Sold

Assets purchased during the year (if on Hire Purchase please provide documentation)					
Date	Description	Bought from	Cost (incl. GST)	Trade-ins (incl. GST)	GST Claimed Y/N

Assets sold or scrapped during the year					
Date	Description	Sold to	Sale Price (incl. GST)	Trade-ins (incl. GST)	GST Claimed Y/N