

2011 BUSINESS QUESTIONNAIRE

Business Name:			
Financial Year Ended:	31 March 2011		
Contact Person:		Phone Number:	
Fax Number:		Email Address:	

Please answer all questions below. If "yes" please complete the relevant section.

		YES	NO	If 'YES', please complete these sections
1	What Accounting Systems have you used during this financial year?			
	- A complete computerised accounting package (e.g. MYOB)?	<input type="checkbox"/>	<input type="checkbox"/>	1A
	- Bankconnect/BankLink?	<input type="checkbox"/>	<input type="checkbox"/>	1B
	- A manual system or no system?	<input type="checkbox"/>	<input type="checkbox"/>	1C
	- Perriam and Partners process my transactions internally during the year	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you operate a Business Credit Card?	<input type="checkbox"/>	<input type="checkbox"/>	2
3	Did you have any cash, cheques or floats on hand at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	3
4	Did the business make any Donations?	<input type="checkbox"/>	<input type="checkbox"/>	4
5	Did you incur any entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	5
6	Do you pay Fringe Benefit Tax?	<input type="checkbox"/>	<input type="checkbox"/>	6
7	Are you registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>	7
8	Do you want to claim a Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	8
9	Have you paid Business Insurances?	<input type="checkbox"/>	<input type="checkbox"/>	9
10	Did you have any Loans, Hire Purchase or Lease Agreements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	10
11	Do you claim/wish to claim for Motor Vehicle Expenses?	<input type="checkbox"/>	<input type="checkbox"/>	11
12	Have you purchased or disposed of any Business Assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	12
13	Did you receive any overseas income or incur overseas expenses?	<input type="checkbox"/>	<input type="checkbox"/>	13
14	Did you have any Accounts Payable/Creditors (owed by you) at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	14
15	Did you have any Accounts Receivable/Debtors (owed to you) at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	15
16	Do you carry Stock/Inventory or have Work in Progress?	<input type="checkbox"/>	<input type="checkbox"/>	16
17	Did the Business receive any New Zealand Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	17
18	Does any of your expenditure have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	18
19	Do you employ staff/pay wages?	<input type="checkbox"/>	<input type="checkbox"/>	19
20	Has your business been affected by the earthquake?	<input type="checkbox"/>	<input type="checkbox"/>	20
21	IN ALL CASES, PLEASE COMPLETE SECTION 21	<input type="checkbox"/>	<input type="checkbox"/>	21
22	What can we do to deliver a better service to you?	<input type="checkbox"/>	<input type="checkbox"/>	22
23	IN ALL CASES, PLEASE SIGN THE DECLARATION AT 23			23
Q1	Do you read our Newsletters?	<input type="checkbox"/>	<input type="checkbox"/>	
Q2	Do you find them informative?	<input type="checkbox"/>	<input type="checkbox"/>	
Q3	Would you like us to report on any particular topic?	<input type="checkbox"/>	<input type="checkbox"/>	

***If you require any assistance please call us on - (03) 358-3108
or***

***Take advantage of our one hour visit to your home/business to assist with getting your records together.
The cost is \$99.00 plus GST - this will include a folder and dividers.***

1A Computerised Accounting Systems / Computerised Cashbooks

What system are you using?

System	<input type="text"/>
Version	<input type="text"/>
Password	<input type="text"/>

Please provide the following records:

Enclosed **N/A**

- A backup disk for your financial year
- Copies of the following reports printed from your system:
 - Annual detailed General Ledger (if less than 20 pages)
 - Trial Balance as at Balance Date
 - Bank Reconciliations as at Balance Date including copies of bank statements.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

* Please remove any passwords before backup to disk.

1B Banklink

Please provide the following:

Enclosed

- Copy of Bank Statement as at Balance Date

1C Manual / Electronic Cashbook or no system

Please provide the following records:

Enclosed **N/A**

- Your cashbook (if one is kept)
- Bank reconciliation as at balance date (if completed)
- Cheque books for the full year
- Bank Statements for the full year

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If no cashbook has been kept, please ensure the following:

- That bank statements include the exact nature of all deposits and withdrawals including all cheques, automatic payments, direct debits and eftpos transactions.
- All cheque butts are completed in full

2 Bank Credit Card

Enclosed

Details of any business expenses paid via a credit card which have not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified.

3 Cash on Hand

Please provide the following records:

- Total sales not banked (cash, cheques, eftpos) at balance date were:
- Total cash floats at balance date were:
- Total petty cash on hand at balance date was:

\$	<input type="text"/>
\$	<input type="text"/>
\$	<input type="text"/>

4 Donations**Enclosed**Please supply copies of all donation receipts.

5 Entertainment Expenses

Generally only 50% of entertainment costs are tax deductible, with the following exceptions.

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

Enclosed **N/A**If any of these exceptions apply to your entertainment expenditure, please provide details.

6 Fringe Benefit Tax (FBT)**Note: If Perriam and Partners Ltd have prepared FBT Returns on your behalf, please ignore this section.**

Please provide the following records:

Enclosed **N/A**

- A copy of all FBT returns filed during the financial year
- A copy of any workings supporting the figures on your FBT returns

7 Goods and Services Tax (GST)**Note: If Perriam and Partners Ltd have prepared GST Returns on your behalf, please ignore this section.**

Please provide the following records:

Enclosed **N/A**

- A copy of all GST returns filed during the financial year
- A copy of **all workings** supporting the figures on your GST returns
- GST rate change adjustment calculation and list of payables and receivables as at 30 September 2010

Be sure to include the GST Return ending 31 March 2011

8 Home Office AllowanceThe annual total of the following expenses are required in order to complete the calculations:
(please do not write same as last year)Rent (if property not owned) Insurance Repairs and Maintenance Power and Gas Rates and Water Rates Security System (monitoring charges) Valuation Fees re Mortgage Legal Expenses re Mortgage Interest (on Mortgage) Home Mortgage Balance(as at 31/3/11) Body Corporate Fees

Note: if you have supplied details of your house and the area used for business purposes to Perriam and Partners Ltd in prior years, and the details have not changed, you do not need to supply the following information.

Total floor area of the house:

 m2

Total floor area used for business purposes:

 m2

9 Insurance

Please supply a copy of insurance invoices providing a breakdown of the premium/s paid for analysis of expense.

Insurer:	Nature of Insurance:	Annual Premium \$

10 Loans, Hire Purchase and Lease Agreements

Please provide the following records:

Enclosed N/A

- Copies of any agreements that have been entered into during the financial year
- Details of any agreements repaid or refinanced during the year
- Loan balance and interest summary as at balance date provided by your **bank or finance company.**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Please supply details of any increases/decreases in mortgage/loan balances, changes in security, alterations to repayment term and current interest rates.

Lender	Guarantor	Owing at Balance Date	Interest Rate	Term of Loan	Security

Please obtain this from your bank if this has not been received (we require this information)

11 Motor Vehicle Expenses

Is/are your vehicle/s used 100% for business?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If no:

- for a **Company**, how many days is each vehicle available for private use?

Vehicle	Days

- *for **Sole Trader / Partnership**, what is the business use percentage of your vehicle/s.

Vehicle	%*

* The business use percentage of a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every **three years** unless you are paying FBT or the vehicle is classified as exempt from FBT. If you would like us to calculate the business use percentage from your log book, please enclose it with your records. If you have not kept a log book for any vehicle which has private use, the maximum deduction is 25% of the expenditure for that vehicle. You should keep appropriate records to support your claim.

Business use of any private vehicle? (please attach details)

	km
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Comments:

Have you updated your vehicle log book record? It may be time to do so!

12 Assets

Please provide the following records:

Enclosed N/A

Purchases

- A detailed list of any assets purchased during the year including the date purchased, type of asset, purchase price (GST inclusive), method of payment and advising if the asset purchased was new or second hand
- Copies of invoices for all assets over \$500 in value
- Details of any trade-in details if applicable

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(particulars of any fixed assets purchased or sold)

Purchased

Description	New(N) Used(U)	Purchase Date	Cost Price	How was asset paid for?	Asset traded if any	Value (inc GST)

Sold (excluding trade-ins included above)

Description	Date	Sale Price (inc GST)	Tick if Scrapped	Where proceeds banked
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

13 Did you receive any overseas income or incur overseas expenses?

Please provide copies of all dividend and interest statements, or reports from Portfolio Managers.

Please provide details of investments bought or sold during the year.

Please complete the details below if you have overseas investments so we can determine the correct tax treatment even if they do not pay dividends.

Investment Company Name	Company's Country of Residence	Date Purchased	Original Cost Price of Shares or units	At the beginning of your income year*	
				No of Shares or units held	Market Values (if known)

* For March 2011 balance dates this would be the number of shares or units held and market values as at 1 April 2010.

Please attach details of any other overseas income and expenses.

14 Accounts Payable (Creditors)

Please provide the following records:

Enclosed	N/A
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- A Payables Reconciliation Summary as at balance date printed from your accounting system **or**
- A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense and amount owing for each creditor

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The total of all Accounts Payable as at balance date was:

\$	
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15 Accounts Receivable (Debtors)

Please provide the following records:

Enclosed	N/A
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- A Receivables Reconciliation Summary as at balance date printed from your accounting system **or**
- A detailed list of all amounts due to you at balance date (GST inclusive) including name, nature of deposit and amount owing from each debtor

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The total of all Accounts Receivable as at balance date was:

\$	
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Note : Bad debts must be written off before balance date if you do not consider them to be collectable.

Please provide value of bad debts written off

\$	
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16 Stock or Work in Progress

If your turnover is less than \$1.3 million per year, a reasonable estimation of trading stock may be done if that stock is less than \$10,000 at year end.

Please provide the following records:

Enclosed	N/A
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- A copy of your year end stocktake workings (subject to above)
- Details of the nature of any work in progress as at balance date

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The value of Stock on Hand at balance date was:

\$	
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(Incl / Excl GST)

(Note : Original cost must be used as the value for all stock items on hand unless an independent valuation has been obtained)

The value of Work in Progress at balance date was:

\$	
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(Incl / Excl GST)

(Note : WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress payments. Profit margin should not be included)

Please contact us if you are unsure how to value your inventory or work in progress.

17 Interest and Dividends

Please provide the following records:

Enclosed	N/A
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- A copy of all Dividend and Interest Statements
- Copies of reports from Portfolio Managers (if applicable).

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

22 What can Perriam and Partners do to provide a better service to you? Please take this opportunity to let us know.

23 **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 Perriam and Partners Ltd 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	<input type="text"/>
Date	<input type="text"/>

Your time and effort in completing this form is much appreciated by the team at Perriam & Partners Ltd .