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## 2019 BUSINESS QUESTIONNAIRE

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**BUSINESS NAME:**

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**E-MAIL ADDRESS:**

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**CONTACT PERSON:**

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**HOME PHONE NO:**

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**MOBILE NO:**

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**ADDRESS:**

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### **AUTHORITY AND TERMS OF ENGAGEMENT**

I hereby instruct you to prepare my Financial Statements and Tax Return. I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire and 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.

You are hereby authorised 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:

\_\_\_\_\_ (Please enter full name if signing and sending electronically, as this is an Inland Revenue requirement)

DATE:

\_\_\_\_\_

Your time and effort in completing this form is much appreciated by the team at Perriams as it allows us to complete your Financial Statements more efficiently.

**DON'T FORGET TO SIGN YOUR QUESTIONNAIRE**

Please answer all questions below. If "yes" could you please then complete the relevant sections on the following pages where applicable.

		Yes	No	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
	- An online system BankLink/Xero/MYOB?	<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, and is this linked to your accounting system?	<input type="checkbox"/>	<input type="checkbox"/>	2
3	Did you have any cash 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	Have you paid business insurances?	<input type="checkbox"/>	<input type="checkbox"/>	8
9	Could you claim a Home Office Allowance?	<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	Do you carry Stock/Inventory or have Work in Progress/Livestock?	<input type="checkbox"/>	<input type="checkbox"/>	12
13	Have you purchased or disposed of any Business Assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	13
14	Does any of your expenditure have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	14
15	Did you receive any overseas income or incur overseas expenses?	<input type="checkbox"/>	<input type="checkbox"/>	15
16	Did the Business receive any New Zealand Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	16
17	Do you employ staff/pay wages?	<input type="checkbox"/>	<input type="checkbox"/>	17
18	Did you have any Accounts Payable/Creditors ( <b>owed by you</b> ) at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	18
19	Did you have any Accounts Receivable/Debtors ( <b>owed to you</b> ) at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	19



**1A COMPUTERISED ACCOUNTING SYSTEMS (not cloud based)**

What system are you using? System \_\_\_\_\_  
Version \_\_\_\_\_  
Password (if applicable) \_\_\_\_\_

Please provide the following records: **Enclosed**

A backup of software as at end of financial year (e-mail, USB drive).

Copies of the following reports printed from your system:

Bank Reconciliations as at Balance Date including copies of bank statements.

**1B BANKLINK / XERO / MYOB**

Please provide the following: **Enclosed**

Copy of the Bank Statements as at 31 March 2019

**1C MANUAL / ELECTRONIC CASHBOOK / NO SYSTEM**

Please provide the following records: **Enclosed**

Your cashbook (if one is kept)

Bank reconciliation as at balance date (if completed)

Cheque books for the full year (if used)

Bank Statements for the full year

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.

**2 BANK CREDIT CARD**

**Enclosed**

Details of any business expenses paid via a credit card that 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: \$

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

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

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 & 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

A copy of all GST returns filed during the financial year

A copy of **all workings** supporting the figures on your GST returns

BE SURE TO INCLUDE THE GST RETURN ENDING 31 MARCH 2019

8 INSURANCE

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

INSURER \_\_\_\_\_

NAME OF INSURANCE \_\_\_\_\_

ANNUAL PREMIUM \$ \_\_\_\_\_

9 HOME OFFICE ALLOWANCE

The 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)		Interest (on Mortgage)	
Insurance		Body Corporate Fees	
Repairs & Maintenance		Power and Gas	
Rates & Water Rates		Security System (monitoring charges)	

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 Or advise the percentage \_\_\_%

10 LOANS, HIRE PURCHASE AND LEASE AGREEMENTS

Please provide the following records:

**Enclosed**

- 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.
- Details as follows:

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



**12 STOCK OR WORK IN PROGRESS**

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

Please provide the following records:

The value of Stock on Hand at balance date was:

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

(Please include a copy of your year end stock take workings).

(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:

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

(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.

**13 ASSETS**

Please provide the following records:

**Enclosed**

- Copies of invoices for all assets over \$500 in value

- Details of any trade-in details if applicable

Particulars of any fixed assets purchased or sold below

**Purchased**

Description	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 (Incl GST)	Tick if Scrapped	Where proceeds banked



**14 PRIVATE USE OF EXPENDITURE**

Please give details of all business goods and services used privately, e.g. Stock, private tolls. Also the percentage of private use of phone and power.

Goods taken for own use	\$	
	_____	
Telephone - Private Tolls	\$	
	_____	
Telephone - Private Percentage of Rental	\$	%
	_____	

**15 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 of Units	At the beginning of the income year*	
				No of Shares or Units held	Market Values (If known)

\* For March 2019 balance dates this would be the number of shares or units held and market values as at 1 April 2018.

Please attach details of any other overseas income and expenses.

**16 INTEREST AND DIVIDENDS**

Please provide the following records:

**Enclosed**

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



19 ACCOUNTS RECEIVABLE (DEBTORS)

Amounts owing to you as at 31 March 2019

Please provide the following records:

Enclosed

- A Receivables Reconciliation Summary as at balance date printed from your accounting system
- A detailed list below

Name of Debtor	Description of Sale (optional)	Total Incl GST
<b>TOTALS:</b>		

**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 \$

20 HAVE YOU RECEIVED ANY INSURANCE OR EQC PAYOUTS?

Enclosed

Please provide details of insurance claims and settlements received.

21 GENERAL (TO BE COMPLETED IN ALL CASES)

Please supply the following information:

Enclosed

1. Copies of all ACC invoices.
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500.
3. Details of any **Contingent Liabilities** or future commitments (for example, lease commitments, guarantees provided by the business or a commitment to buy a large capital item).
4. Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust.
5. Details of any deposits received from customers/clients for goods not supplied at balance date.

- 6. Details of any business expenses paid from private funds which have not been reimbursed by the business.
- 7. If trading as a company, were there any changes in shareholding or directorships?
- 8. Details of any **other matters** which you feel might be relevant in determining the tax position of the business for the financial year.

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22 TAXATION REFUNDS

If you would like any 2019 refund direct credited to your bank account please provide your full nominated **New Zealand** bank account details.

**Bank Account Number:** \_\_\_\_\_

**Bank Account Name:** \_\_\_\_\_

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23 BENCHMARKING

How is your business performing relative to its peers? We can access benchmarking data that can assist in helping you make those vital decisions about your performance and it's potential.

Please indicate your interest by a tick in the box