

# BUSINESS QUESTIONNAIRE

NAME \_\_\_\_\_ Balance Date \_\_\_\_\_

IRD No \_\_\_\_\_

Telephone \_\_\_\_\_ Day Telephone \_\_\_\_\_ Evening

Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Web Page \_\_\_\_\_

Nominate Bank Account for Refunds \_\_\_\_\_

1. PLEASE PROVIDE THE FOLLOWING WHERE APPLICABLE:

	Yes	No	N/A
<b>BANKLINK CLIENTS</b>			
Copy of the bank statement which shows the account balance at 31 <sup>st</sup> March 2009.			
Last cheque number written out on 31 March 2009. Chq No:			
Copies of all other business bank account statements for the year which are not on Banklink (could include savings accounts and loan accounts).			

<b>NON BANKLINK CLIENTS</b>			
Copies of all of your bank statements for the year ended 31 <sup>st</sup> March 2009.			
All cheque and deposit books for the year ended 31 <sup>st</sup> March 2009			

<b>ALL CLIENTS</b>			
Other Records (eg Cashbook, disk, memory stick, spread sheets etc)			
Interest & RWT Certificates			
Dividends Advices			
Overseas Income Advices			
New Hire Purchase/Mortgage/Loan Agreements			
Details of personal deposits and withdrawals and bank transfers.			
Copies of GST Returns and supporting workpapers			
Copy of all ACC Levy Invoices (paid/payable if Applicable)			
Monthly Wage Schedules (IR345), Wages Book or printout from Payroll Package for year			
Day Book, Petty cash book			
Copies of Trust Accounts (If not processed by us)			
Please provide details of all premiums paid and include copies of all insurance premium advice notifications.			
Do you have Accounts Receivable? If Yes, go to Appendix A and complete list.			
Do you have any Bad Debts that have been written off during the current year? If Yes, go to Appendix A bottom section.			

	Yes	No	N/A
Do you have any Accounts Payable? If Yes, go to Appendix B and complete list.			
Have you paid any business expenses from personal funds? If Yes, go to Appendix C and complete list			
Do you have any Cash transactions? If Yes, go to question 2.			
Have you taken goods for your own use? If Yes, go to question 3.			
Do you carry Stock? If Yes, go to question 4.			
Do you have Work in Progress? If Yes, go to question 5.			
Have there been any Assets Purchased or Sold during the current year? If Yes, go to Question 6			
Do you have a Home Office? If Yes, go to Question 7			
Do you use your private motor vehicle for business use? If Yes, go to Question 8.			
Do you Supply Motor Vehicles to Employees and/or Owners/Shareholders? If Yes, to Question 9.			
Do you use a private Motor Vehicle for Business Use? If Yes, go to Question 10			
Have there been any changes in your business in the current year? If Yes go to Question 11.			
Have there been any changes in the details of Shareholders, Directors or company addresses? (Eg Resigned, Appointed, Moved) If Yes, go to Question 12.			

## 2. CASH ON HAND

Takings not banked at Balance Date \_\_\_\_\_

Date banked \$ \_\_\_\_\_ Till and cash float \$ \_\_\_\_\_

Cash Income

Were all business takings banked to your business bank account? YES/NO

Has any cash been taken for personal drawings or business expenditure during the year?  
(please attach details) YES/NO

3. PRIVATE USE

Have you taken goods for your own use? (please attach details) YES/NO

4. STOCK ON HAND

Ensure you have stock sheets on hand supporting all figures \$ \_\_\_\_\_

Is this figure at cost Excl GST? YES/NO

If NO, what is the valuation based on? (e.g. Retail incl GST) \_\_\_\_\_

If at retail, what is your Margin? \_\_\_\_\_ %

Damaged or obsolete stock should be separately listed and valued at the price you can sell it for if this price is less than cost.

5. WORK IN PROGRESS (do not include GST) \$ \_\_\_\_\_

(Valued at the total of material & labour cost, plus a proportion of overheads. Costs incurred on jobs not yet completed and not yet invoiced at 31 March 2009)

6. PURCHASE & SALE OF ASSETS

Assets Purchased

(Please attach H P contracts, suppliers' invoices and/or lease documents)

Date Purchased	Asset	New/Second Hand	Cost (incl. GST)	Finance From

Assets Sold Traded or Scrapped  
 (Copies of any invoices and/or Sale & Purchase documents)

Date Sold	Asset	Sold To	Sale Price (incl. GST)	Original Cost

Has GST been accounted for to the Inland Revenue Department on the purchase and sale of these assets? YES/NO

Have you checked your asset schedule for any assets no longer in use or scrapped? YES/NO

7. USE OF OFFICE AT HOME

Note: If home is privately owned complete questions a to g  
 If home is a rented property complete questions a, b, d(ii), g & h

- (a) Office area in Square Metres \_\_\_\_\_
- (b) Total house area in Square Metres \_\_\_\_\_
- (c) Rates paid for the Year \_\_\_\_\_
- (d) Insurance Paid for the year
  - (i) House Insurance \_\_\_\_\_
  - (ii) Contents Insurance \_\_\_\_\_
- (e) Interest Paid on Mortgage for the Year  
 (As shown on Bank Advice sent to you) \_\_\_\_\_
- (f) Repairs & Maintenance (List Please)
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- (g) Power /Gas expenses for year \_\_\_\_\_
- (h) Rental paid per week \_\_\_\_\_

8. MOTOR VEHICLE EXPENSES – Sole Trader/Partnership

Have you kept a log book for 3 months? YES/NO  
 Is the logbook record more than 3 years old? YES/NO  
 Is logbook supplied? YES/NO  
 What is the Business Use if changed from prior year? \_\_\_\_\_ %

List Vehicles Used	1.	2.	3.
Total Distance Run	kms	kms	kms
Business Use Distance Run	kms	kms	kms

9. FBT

Do you supply Motor Vehicles to Employees and Owners/Shareholders? YES/NO  
 If Yes, complete the following:

Supply all FBT returns & work papers. (if not prepared by us) YES/NO  
 Is FBT being paid on all eligible Motor Vehicles available for Private Use? YES/NO  
 Station wagons, Hatchbacks & Vans:  
 Have the back seats been removed or permanently bolted? YES/NO  
 Are all vehicles sign-written? YES/NO  
 Have letters been sent to employees & Shareholders re Private Use? YES/NO  
 Is private use regularly monitored? YES/NO

Please complete below:

Motor Vehicle Description	Driver Status eg Employee or Owner	FBT Returned	Cost of Vehicle incl GST

10. MOTOR VEHICLE REIMBURSEMENT

Business Use of Private Motor Vehicle

Do you use your private vehicle for business use?  
If yes, have you been reimbursed?  
If not, supply following details:

YES/NO  
YES/NO

Vehicle Description CC Rating	Kilometers Traveled	Logbook Kept
		YES/NO
		YES/NO
		YES/NO

Do Employees use their private vehicle for business use?  
If yes, how have they been reimbursed?

YES/NO

11. OTHER DETAILS

Has there been any change in the nature of your business since last balance date ? YES/NO  
Details

Have there been business factors which have affected your profitability?  
Details

YES/NO

Have you any unusual items of income or expenditure?  
Details

YES/NO

12. COMPANY CHANGES

Where your business operates as a limited liability company, have there been changes in the details of any of the directors or shareholders?  
Details

YES/NO

Re: Year ended 31 March 2009

I hereby instruct Laurenson Chartered Accountants to prepare my Financial Accounts and Taxation Returns for the period ended 31 March 2009. I undertake to supply all information necessary to carry out these assignments and I accept responsibility for the accuracy and completeness of the information, and therefore you are unable to provide any assurance of 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 to me. I further understand that the financial statements will be prepared at my request and for my purpose only, and that you will not be liable for any losses, claims or demands by any third parties.

Laurenson Chartered Accountants are hereby authorized to communicate with my Bankers, Solicitors, Finance Companies, Accident Compensation Commission and Inland Revenue, to obtain such information as you may require in order to carry out the above assignments, including utilizing IRD Info Express and the new "Look Up Account Information" now available online at the IRD website for Tax Agents.

I acknowledge that I may have to pay tax on 28 August, 15 January, 7 April and 7 May, and that if I have not been advised of such payments, it will be my responsibility to contact you to ascertain if tax is payable.

SIGNED \_\_\_\_\_  
POSITION \_\_\_\_\_  
DATE \_\_\_\_\_





