

<b>Name:</b>	<b>Balance Date: 31 March 2009</b>
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## **SMALL BUSINESS QUESTIONNAIRE**

### **2009 Financial Year**

Please take the time to complete this questionnaire as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality control standards that are required of us as members of the Institute of Chartered Accountants of New Zealand.

Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

#### Authorisation

*I/We hereby instruct Findlay & Co to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2009. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. 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 understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.*

*I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.*

*All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.*

*I/We also accept that Findlay & Co has the right to charge interest on overdue accounts at the rate of 1.2% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at the discretion of Findlay & Co. I/We accept that any collection costs incurred by Findlay & Co will be fully recoverable from me/us.*

*You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.*

*You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities*

Person to Contact with Queries \_\_\_\_\_

Phone Number \_\_\_\_\_

Client Name \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**Name:** \_\_\_\_\_

### Update of Personal Details

Postal Address	_____		
Home Address	_____		
Email Address	_____		
Home Phone	_____	Fax	_____
Work Phone	_____	Mobile	_____
Name	_____	Date of Birth	_____
Name	_____	Date of Birth	_____

(Your date of birth is useful as it can help with tax planning / retirement planning issues and help gain discounts on ACC policies.)

- We will send your financial information in electronic format.  
Please indicate if you do not wish to receive it this way.
YES / NO
- Would you like a copy of your financial information to be sent to your bank?  
If yes, please advise the bank, branch and contact details.
YES / NO

- Bank details for refunds from the IRD:

Bank/Branch \_\_\_\_\_ Account Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

### Personal Checklist

<b>1)</b>	<b>Income</b> Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
<b>2)</b>	<b>Rebate Information</b> How many weeks of the year were you in paid employment for at least 20 hours per week?  _____		
<b>3)</b>	<b>Other Income</b> Did you receive any other income, for example, estates or trusts, overseas, annuity or pension? If yes, please provide details of this.	Yes	No
<b>4)</b>	<b>Interest / Dividend Income</b> Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statement that has your investment balances at balance date from your Investment Advisor.	Yes	No

**Name:** \_\_\_\_\_

5)	<b>Rental Income</b> Did you receive any rental income? If yes, please attach details of each property separately: <ul style="list-style-type: none"> <li>• Address</li> <li>• Gross Rental</li> <li>• Expenditure, ie rates, insurance, repairs, mortgage interest paid etc.</li> <li>• Number of months the property was let.</li> <li>• Number of months the property was available for letting.</li> </ul>	Yes	No
6)	<b>Sale / Purchase of Assets</b> Did you sell, purchase or stop using any assets in your business in the past year? Please provide details.	Yes	No
7)	<b>Income Protection Insurance</b> Did you have Income Protection Insurance? If yes, please attach a copy of the invoice and policy.	Yes	No
8)	<b>Family Assistance</b> Did you receive Family or Child Support during the year? If yes, please file details in your Records Folder including names and dates of birth of your children and the date any of them left school.	Yes	No

### **Business Section**

1)	<b>Bank Statements</b> Please provide us with any relevant bank statements as at your balance date		
2)	<b>Sale / Purchase of Assets</b> Did you sell, purchase or stop using any assets in your business in the past year? If yes, complete Form C (attached) and file in the Tax Invoices/Statements divider.	Yes	No
3)	<b>Livestock on Hand (Farmers)</b> Do you have any livestock on hand at your balance date? If yes, please complete Form D (attached) and file in the Checklist/Coding Info divider.	Yes	No
4)	<b>Stock On Hand (Businesses)</b> Please provide the value of your stock on hand at your balance date (GST exclusive) and file this in the Checklist/Coding Info divider. If your stock is below \$5,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts.	\$ _____	
5)	<b>Stock On Hand (Businesses)</b> How is your stock on hand valued?  Select lower of: Cost / Selling Price / Replacement Value	Cost Selling Replacement	

**Name:** \_\_\_\_\_

6)	<b>Stock On Hand (Businesses)</b> Have you written off a substantial amount of stock that will affect your gross profit? You must have physically dumped any stock that you have not valued. If yes, please provide details of this, including value and file in the Checklist/Coding Info divider.	Yes	No
7)	<b>Loans / Hire Purchases</b> Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan balances as at your balance date, statements, summaries and / or documentation of the new agreements or any change in borrowings. Please file these in the Other Documents divider.	Yes	No
8)	<b>Business Deposits</b> Has all business income been deposited into the business bank account? If not, please provide the date, amount including GST and details of the items not deposited and file in the Checklist/Coding Info divider.	Yes	No
9)	<b>Non Business Deposits</b> Were there any deposits made into your business bank account that were not business income? If yes, please provide the date, amount including GST and details of the items and file in the Checklist/Coding Info divider.	Yes	No
10)	<b>Business Expenses Paid Privately</b> Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount including GST and details of the items and file in the Checklist/Coding Info divider.	Yes	No
11)	<b>Goods for your Own Use</b> Did you use any business goods or products for your own use, for example, commercial clients – work products or staff used at home, farming clients – milk, meat or produce? If yes, please supply details and file in the Checklist/Coding Info divider.	Yes	No

**Name:** \_\_\_\_\_

<b>11)</b>	<p><b>Office at Home / Workshop</b>            If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: _____ M2      Cost of House &amp; Section      \$ _____</p> <p>Total Area: _____ M2      Cost of Section      \$ _____</p> <p>Power      \$ _____</p> <p>Insurance (Building&amp;Contents)      \$ _____</p> <p>Interest (House Mortgage)      \$ _____</p> <p>Rates      \$ _____</p> <p>Repairs &amp; Maintenance      \$ _____</p> <p>Other      \$ _____</p> <p><b>Total</b>      \$ _____</p> <p>Construction Materials: (timber,brick etc.) _____</p>
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<b>13)</b>	<p><b>Motor Vehicles</b> (Non companies)            Have you updated your log book in the last three years?            If yes, please provide the vehicle model, percentage business usage from your log book for each vehicle you use and file in the Checklist/Coding Info divider.</p>	Yes	No
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<p><b>Motor Vehicles</b></p> <p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business      _____ km</p> <p>Total      _____ km</p> <p>Percentage Business      _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business      _____ km</p> <p>Total      _____ km</p> <p>Percentage Business      _____ %</p> <p>§ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.</p> <p>§ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p>
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