

**Name:****Balance Date: 31 March 2010**

## ANNUAL BUSINESS QUESTIONNAIRE

### 2010 Financial Year

Please take the time to complete this checklist 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 Ltd to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2010. 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 Ltd 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 Ltd. I/We accept that any collection costs incurred by Findlay & Co Ltd 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 \_\_\_\_\_

## Filing your information

We recommend that you file your 2010 records in a folder under the following dividers:

- Tax return information
- Bank statement and credit card information
- Loans and other documents
- Tax invoices
- IRD return

## Computer Reports

Please provide the following information (where applicable)

Provided

Xero	Ensure that your bank reconciliation is complete and published under All Reports Please invite your Accountant and Assistant Accountant to access your Xero	
Banklink	If we prepare your GST we will have all the information up to date otherwise we will need to send you a coding report which you will need to complete.  For Banklink offsite only, to check out your Banklink file, open your Banklink file, click send and change email address to your Assistant Accountant either Lynley <a href="mailto:lynley@findco.co.nz">lynley@findco.co.nz</a> or Ashley <a href="mailto:ashley@findco.co.nz">ashley@findco.co.nz</a>	
Quickbooks	Back up your Quickbooks to your desktop. Create an email to your Accountants Assistant either Lynley Pryde <a href="mailto:lynley@findco.co.nz">lynley@findco.co.nz</a> or Ashley McIvor <a href="mailto:ashley@findco.co.nz">ashley@findco.co.nz</a> and attach this file from your desktop in a qbb format. If the file is too large to send, please back it up to a pen drive.  Any problems, please contact either Lynley or Ashley	
MYOB	Back up onto a pen drive	
Cash Manager	Back up onto a pen drive	
For any other accounting program, please contact your Assistant Accountant for guidance. If it is an old version, chances are we will no longer have that version so please print the following - Trial balance, Balance sheet and detailed general ledger for the financial year.		
Aged trial balance for accounts payable (or list details)		
Aged trial balance for accounts receivable (or list details)		
Bank reconciliation and a copy of your bank statement as at 31 March 2010		
Stock figure (provide calculations or computer report)		
GST reconciliation and a copy of the GST Returns		
Loan/hire purchase statements to prove balances at year end		
Details of assets purchased or sold (if not already provided)		
Any other documents to prove Statement of Financial Position items		
Interest / dividend / rebate notices		
Details of any lease commitments including Annual Lease Payments and Lease Expiry Dates		
Details of any transactions that materially affect the profitability or solvency of your business e.g. pending court cases or disputes		
Details of any agreements or contracts entered into prior to your balance date that commit your business to significant capital expenditure		
Copies of invoices for legal expenses		
Copies of invoices for overseas business travel (diary record of business and private days)		
Copies of invoices for repairs and maintenance over \$500		
Copies of invoices for entertainment		
Copies of invoices for ACC levies paid		
Copies of invoices for insurance		

## 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.)

Would you like us to send your financial information in electronic format? YES / NO  
 (Otherwise we will send you a bound paper copy)

Would you like a copy of your financial information to be sent to your bank? YES / NO  
 (If yes, please advise the bank, branch and contact details)

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Contact & email address \_\_\_\_\_

## IR526 information (Donations/childcare/housekeeper rebate)

1)	<b>Donations</b> Did you make any donations of over \$5 to a charitable organisation during the year? If yes, please attach a copy of the invoices/receipts	Yes	No
2)	<b>Childcare/Housekeeper</b> Did you pay any childcare or housekeeper fees during the year? If yes, please attach copies of the invoices	Yes	No
3)	<b>Details of personal bank account that you wish your refund to be paid into:</b>  Account Name _____  Account Number ___ - ____ - _____ - ____		

## Personal Checklist

1)	<b>Income</b> Did you receive any income from paid wages / superannuation in the year ended 31 March 2010? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
2)	<b>Rebate Information</b> How many weeks of the year were you in paid employment for at least 20 hours per week?	_____	
3)	<b>Other Income</b> Did you receive any other income, for example, estates or trusts, annuity or pension? If yes, please provide details	Yes	No
4)	<b>Interest / Dividend Income</b> Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statements that has your investment balances at balance date from your Investment Advisor.	Yes	No
5)	<b>Overseas income</b> Did you receive any income from overseas? If yes, please provide details	Yes	No
6)	<b>Income Protection Insurance</b> Did you have Income Protection Insurance? If yes, please attach a copy of the invoice and policy.	Yes	No
7)	<b>Family Assistance</b> Did you receive Family or Child Support during the year? If yes, please record your childrens details below	Yes	No
	Childs full name	Date of birth	IRD Number
			Date left School (if applicable)
8)	<b>Bank details for refunds from the IRD:</b>  Account Name: _____  Account Number: _____		

## General Checklist

1)	How many hours per week do you work in your business? (This information is for the Benchmark Report)	Self _____ Ptnr _____
2)	How many staff do you have? (This information is for the Benchmark Report)	F/T _____ P/T _____
3)	What are the average hours per week worked by your employees? (This information is for the Benchmark Report)	F/T _____ P/T _____
4)	Please advise your latest property valuations.	Dwelling _____ Other Property 1 _____ Other Property 2 _____ Other Property 3 _____

## Business Checklist

1)	<b>Accounts Receivable</b> Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A (attached) and file in the Tax Return Information divider.	Yes	No
2)	<b>Bad Debts</b> Were any bad debts written off in the financial year? If so what was the total value (excluding GST)?	Yes	No \$ _____
3)	<b>Accounts Payable</b> Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Form B (attached) and file in the Tax Return Information divider.	Yes	No
4)	<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 divider.	Yes	No
5)	<b>Livestock on Hand (Farmers)</b> Do you have any livestock on hand at your balance date? If yes, please provide details and file in the Tax Return Information divider.	Yes	No
6)	<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 Tax Return Information 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.	\$ _____	

7)	<b>Stock On Hand (Businesses)</b> How is your stock on hand valued? Select lower of: Cost / Selling Price / Replacement Value	Cost Selling Replacement	
8)	<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 Tax Return Information divider.	Yes	No
9)	<b>Work In Progress (Businesses)</b> Do you have any work in progress at your balance date? If yes, please state the dollar value and file details in the Tax Return Information divider. (Work in progress (cost price excluding GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then it should be included in your creditors listing.)	Yes	No  \$ _____
10)	<b>Cash On Hand</b> Please provide the GST inclusive figure of unbanked takings, petty cash and till float that has not been included in your bank reconciliation at your balance date.	\$ _____	
11)	<b>Holiday Pay</b> Did you pay any holiday pay within the first 63 days after this balance date? If yes, please file details in the Tax Return Information divider.	Yes	No
12)	<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 Loans and other documents divider.	Yes	No
13)	<b>Business Deposits</b> Has all business income been deposited into the business bank account? If not, please provide the date, amount and details of the items not deposited and file in the Tax Return Information divider.	Yes	No
14)	<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 Tax Return Information divider.	Yes	No
15)	<b>Business Expenses Paid Privately</b> Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount and details of the items and file in the Tax Return Information divider.	Yes	No

16)	<b>Bartercard or Swap Schemes used Personally</b> Were any of your Bartercard or Swap Scheme transactions used for personal use? If yes, please provide details of these and file separately in the Bank Statements divider.	Yes	No
17)	<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 Tax Return Information divider.	Yes	No
18)	<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: Business Area: _____ M2 Total Area: _____ M2 Power _____ Insurance (Building & Contents) _____ Interest (House Mortgage) _____ Rates _____ Repairs & Maintenance _____ Other _____ <b>Total</b> _____		
19)	<b>Contingent Liabilities</b> Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute? If yes, please provide details of these and file them in the Tax Return Information divider.	Yes	No
20)	<b>Lease Commitments (Premises/Vehicles)</b> Please provide the value of any Annual Lease Payments and the Lease Expiry Date.	\$ _____ ____/____/____	
21)	<b>Capital Commitments</b> Did you enter into any agreements or contracts prior to your balance date that commit your business to significant capital expenditure? If yes, please provide details of these and file them in the Tax Return Information divider.	Yes	No
22)	<b>Key Expenses</b> Please file copies of the following expenses in the Tax Invoices/Statements divider: <ul style="list-style-type: none"> <li>• Legal expenses</li> <li>• Repairs and maintenance over \$500</li> <li>• Entertainment</li> <li>• Overseas business travel (include a diary record of business and private days)</li> <li>• ACC levies paid</li> <li>• Insurance</li> </ul>		

23)	<p><b>Motor Vehicles</b> (Non companies)</p> <p>Have you updated your log book in the last three years?</p> <p>If yes, please provide the vehicle model, percentage business usage from your log book for each vehicle you use and file in the Tax Return Information divider.</p>	Yes	No
<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> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</li> </ul> <p>_____</p> <p>_____</p>			

## Trust Checklist

1)	<p><b>Gifting Programme</b></p> <p>Have you completed your annual gifting programme this year?</p> <p>Have you assigned debt to the trust via Deed of Acknowledgement of Debt?</p> <p>Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.</p>	Yes	No
2)	<p><b>Your Will</b></p> <p>Have you updated your wills within the last five years?</p> <p>(It is important that your will aligns with the terms of your trust deed –please call us if you wish to discuss this further)</p>	Yes	No

# FORM A

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you are yet to receive payment for. These are not to be included in Work In Progress.

If you have your own Debtors Ledger you do not have to complete this sheet. Instead please attach a copy of your Debtors Ledger.

## ACCOUNTS RECEIVABLE (Debtors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
<b>TOTAL ACCOUNTS RECEIVABLE</b>			\$	\$	\$

# FORM B

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg you purchase \$100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take. Please ensure that the details column is filled out, eg purchases, motor vehicle, power etc. If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

## ACCOUNTS PAYABLE (Creditors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE				
Inland Revenue Department	FBT				
Inland Revenue Department	RWT				
<b>TOTAL</b>			\$	\$	\$
<b>ACCOUNTS PAYABLE</b>					



