

2024 Business and Trust Questionnaire

Ensure this questionnaire is completed and included with your records

Phone:	Client Name:					
Email:	Balance Date:					
ENGAGEMENT STATEMENT I authorise you to prepare Financial Statements on a Special Purpose reporting basis and associated Tax Returns to comply only with the requirements of the Income Tax Act from the						
information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you. You are authorised to communicate with the appropriate Bankers, Solicitors and other persons/organisations (including the Inland Revenue for all tax types) to obtain such further information as you may require in order to carry out the above engagements.						
Our full T	erms of Engagement are set out in the letter which you have pre	eviously s	igned.			
Date Signed						
This Questionnaire must be signed and returned to this office before we can commence your 2024 work. Please ensure all points which apply to you are completed before arranging an interview with us.						
	s Required	1	Comments			
Where you Acces of the Copy Final I	use a computerised accounting product, please provide to us: s to cloud based systems or back-up disk at the end financial year. of bank reconciliation as at balance date for all bank accounts. Bank statement for year for all bank accounts plus statements for					
TransabalanNon X reports	owing month. action listing for accounts payable and accounts receivable as at ce date. ero, MYOB, Banklink & Cashmanager cashbooks - supply paper of the year-end Trial Balance and the Accounts Details as for the full year.					

Records Required		Comments
Where no electronic accounting product is supplied, please provide and Include one month past balance date: Bank statements including any savings account or term deposit.		
Where you supply a paper cashbook, please provide and include one month past balance date: Cashbook, written up, analysed and reconciled to the bank statements monthly. Bank statements including any savings account or term deposit.		
INTEREST & DIVIDENDS CERTIFICATES		
Supply copies of certificates.		
CAPITAL EXPENDITURE		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: Copy of tax invoices Hire purchase or loan agreements Lease agreements All legal statements and agreements Trade-in details Lost, stolen or scrapped items		
BANKINGS		
Identify amounts banked which are not sales.		
CASH RECEIVED NOT BANKED/CASH PAYMENTS		
Were all takings banked in your business account? If no, supply details. YES/NO		
CASH ON HAND		
Total of till float and unbanked monies at Balance Date. \$		
ACCOUNTS PAYABLE (CREDITORS)		
Supply a list of amounts owing by you at balance date or mark your cheque butts for the period after balance date with S/C to indicate amounts owing for previous year's goods and services. Supply details of any amounts still owing after last cheque butt provided. (Please indicate if GST included).		
ACCOUNTS RECEIVABLE (DEBTORS)		
Advise the amount owing to you at Balance Date. \$		

Records Required		Comments
GOODS AND SERVICES TAX (GST)		
Supply copies of all GST Returns for the year including the Return after balance date, and supporting calculations or worksheets.		
STOCK ON HAND/WORK IN PROGRESS		
Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. Please note that if you estimate your stock to be less than \$10,000 at the end of your income year and your turnover is \$1,300,000 or less, you have the		Valued at lower of: * cost * net realisable value * market value
option of using last year's value as the closing stock value in your Financial Statements.		
		GST Included Excluded
Work in Progress Include material costs, labour costs and overhead costs.		\$GST Included Excluded
Prepayments received		\$
GOODS TAKEN FOR OWN USE		
Supply details of goods/services produced or paid by the business and taken for private use.		
EXPENSES PAID IN CASH OR FROM PERSONAL FUNDS		
Please provide a list of business expenditure paid from personal funds.		
ENTERTAINMENT EXPENDITURE		
Only 50% of some entertainment expenditure is deductible. To enable the correct deduction to be claimed, please ensure sufficient records are supplied so that expenditure to the limitation may be readily identified.		
MOTOR VEHICLES - Please provide either option (a) or (b)		
Option (a) The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: Vehicle Description:		
Business km		
Total km		
Percentage business km		
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.		
Option (b) You can claim a rate per kilometre without any receipts provided you have kept a diary record of the business trips (kms incurred). Please provide your total business kms incurred if you wish to use this option.		
Hybrid/Petrol/Diesel Vehicle km		
Electric Vehicle km		

Records Required			1	Comments
HOME OFFICE EXPENSES				
If part of your home is set as	ide principally for use as an office/workshop/			
storage area, please provide	the following details:			
Rates	\$			
Power	\$ Business Are	а		
Insurance	\$	M		
Interest (house mortgage)	\$			
Repairs & Maintenance (please provide details)	Total Area	. M		
Other	\$			
Total	\$			
If house or flat rented total re	·			
•	nsurance and rates using the standard			
•	RD unless you provide us with the actual			
amount for the year.				
MORTGAGES AND LOAN ACCOUNTS Supply mortgage and bank loan statements etc.				
LEGAL TRANSACTIONS				
Copies of Solicitors' stateme	nt for all business related transactions.			
INSURANCE				
Please supply a copy of the p	oremium schedules/invoices to enable a			
separation of private premiur	n costs from deductible business premiums.			
INDEPENDENT EARNER TA	AX CREDIT			
If you expect to have an annu	ual income between \$24,000 and \$48,000			
you may be entitled to this ta	x credit.			
This tax credit cannot be clai	med if you receive an income tested benefit.			
Working for Families Tax Cre	edits, Veteran's Pension or NZ Superannuati	on.		
If you received any of these I	penefits for any part of the year please			
advise the period that they w	ere received.			
STUDENT LOAN				
Do you have a student loan				
FOREIGN SOURCED INCO	ME			
Do you have Foreign Source	d Income (including superannuation)?			
Please provide details				
TRUSTEE OF A FOREIGN TRUST OR ESTATE				
Are you a trustee of a Foreig				
If so we may require addition				