

ERSKINE-SHAW ACCOUNTANTS LIMITED

ACCOUNTANTS & BUSINESS ADVISORS

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BUSINESS INCOME - ANNUAL FINANCIAL STATEMENTS QUESTIONNAIRE

CLIENT NAME PHONE NUMBER
 FINANCIAL YEAR ENDED EMAIL ADDRESS

RECORDS AND INFORMATION REQUIRED - PLEASE ENSURE THAT ALL PRIVATE EXPENDITURE IS EXCLUDED OR HIGHLIGHTED IN YOUR RECORDS AS WE DO NOT UNDERTAKE A REVIEW OF THE INFORMATION PROVIDED.

Please complete the checklist below to determine which parts of the questionnaire you need to complete.
Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

	YES	NO	If 'Yes' complete
1) What accounting systems have you used during this financial year? - A complete computerised accounting package (e.g. Xero)? - A computerised cashbook program (e.g. Xero)? - A manual system or no system?	<input type="checkbox"/>	<input type="checkbox"/>	A1
	<input type="checkbox"/>	<input type="checkbox"/>	A2
	<input type="checkbox"/>	<input type="checkbox"/>	A3
2) Do you employ Staff?	<input type="checkbox"/>	<input type="checkbox"/>	A4
3) Did you have any Loans, Hire Purchase or Lease Agreements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A5
4) Do you carry Inventory or have Work in Progress?	<input type="checkbox"/>	<input type="checkbox"/>	A6
5) Did you have any Accounts Payable (creditors) as at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	A7
6) Did you have any Accounts Receivable (debtors) as at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	A8
7) Have you purchased or disposed of any Business / Trust assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A9
8) Do you pay Fringe Benefit Tax?	<input type="checkbox"/>	<input type="checkbox"/>	A10
9) Are you registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>	A11
10) Did the Business / Trust receive any Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A12
11) Did you buy or sell a Business, Real Estate or Investments during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A13
12) Did you receive any foreign income or incur foreign expenses?	<input type="checkbox"/>	<input type="checkbox"/>	A14
13) Do you want to claim a Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	A15
14) Did you incur any costs which have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	A16
15) Did you incur any entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	A17
16) Are you completing this questionnaire for a Trust?	<input type="checkbox"/>	<input type="checkbox"/>	A18
17) Did you have any cash, cheques or floats on hand at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	A19
18) IN ALL CASES, PLEASE COMPLETE SECTION A20	<input type="checkbox"/>		A20
19) IN ALL CASES, PLEASE SIGN THE DECLARATION AT A21	<input type="checkbox"/>		A21

A1. Computerised Accounting Systems

What system are you using?

System	
Version	

Please provide the following records:

Enclosed N/A

Copies of the following reports printed from your system:

- Annual Management Financial Statements
- Annual detailed General Ledger
- Trial Balance as at Balance Date
- Bank Reconciliation as at Balance Date
- Bank Statements for the Full Year

A2. Computerised Cashbook

What system are you using?

System	
Version	

Please provide the following records:

Enclosed N/A

Copies of the following reports printed from your system:

- Detailed Cashbook (by account code) for the year
- Summary Cashbook (by account code) for the year
- Bank Reconciliation as at Balance Date
- Bank Statements for the full year

A3. Manual Cashbook or no system

Please provide the following records:

Enclosed N/A

- Your cashbook (if one is kept)
- Bank Reconciliation as at balance date (if completed)
- Cheque Books and Deposit Books for the full year
- Bank Statements for the full year

If no cashbook has been kept, please ensure the following:

- All cheque butts are completed in full
- Any direct debits or eftpos transactions are detailed on the bank statements
- The source of all deposits not detailed in the deposit books are clearly identified on the bank statements

A4. Wage Records

Please provide the following records:

Enclosed N/A

- Your wages book for the year, or
- Annual summary reports from your computerised payroll system
- Copies of all IR345 and IR348 PAYE returns

Please also provide details of any remuneration owing to employees as at balance date (holiday pay, bonuses) and indicate what portion of these amounts were paid, or will be paid, within 63 days of you balance date.

If wages calculated for final pay of financial year were not paid until start of new financial year, please advise amount and date paid.

A5. Loans, Hire Purchase and Lease Agreements

Please provide the following records:

Enclosed N/A

- Copies of any agreements that have been entered into during the financial year
- Details of any agreements repaid or refinanced during the year
- Confirmation of loan balances as at balance date
- Loan account statements if available

A6. Inventory or Work in Progress

Please provide the following records:

Enclosed N/A

- A copy of your year end stocktake workings
- Details of the nature of any work in progress as at balance date

The value of Stock on Hand at balance date was:

\$

(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 was:

\$

(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.

A7. Accounts Payable (Creditors)

Please provide the following records:

Enclosed N/A

- A Payables Aged Trial balance as at balance date printed from your accounting system **or**
- A detailed list of all amounts owing by you at balance date (GST inclusive) including name, type of expense and amount owing for each creditor (See Schedule C)

The total of all Accounts Payable as at balance date was:

\$

A8. Accounts Receivable (Debtors)

Please provide the following records:

Enclosed N/A

- A Receivables Aged Trial balance as at balance date printed from your accounting system **or**
- A detailed list of all amounts due to you at balance date (GST inclusive) including name, type of expense and amount owing for each debtor (See Schedule B)

The total of all Accounts Receivable as at balance date was:

\$

Note: Bad Debts must be written off before balance date if you do not consider them to be collectable.

A9. Assets**Enclosed N/A**

Please provide the following records: (See Schedule A)

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the assets purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

Sales

- A detailed list of any assets sold including the date sold and sale value
- A detailed list of any assets traded in during year

Disposals / Write Offs

- A detailed list of any assets written off / disposed of for no value during the year and the reason for the write off / disposal

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A10. Fringe Benefit Tax (FBT)**Enclosed N/A**

Please provide the following records:

- A copy of all FBT returns filed during the financial year
- A copy of any workings supporting the figures on your FBT returns

A11. Goods & Services Tax (GST)**Enclosed N/A**

Please provide the following records:

- A copy of all GST returns filed during the financial year
- A copy of all workings supporting the figures on the GST returns

A12. Interest and Dividends**Enclosed N/A**

Please provide the following records:

- A copy of all Resident Withholding Tax certificates received
- A copy of all Dividend Statements received

A13. Buying / Selling Investments, Real Estate or a Business**Enclosed N/A**

Please provide the following records:

- A copy of all documentation relating to the purchase or sale of investments (shares, foreign investments, etc)
- A copy of all documentation **including legal statements and Sale and Purchase Agreements** relating to the purchase or sale of any Real Estate
- A copy of all documentation **including legal statements and Sale and Purchase Agreements** relating to the purchase or sale of a business

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A14. Foreign Income or Expenses**Enclosed N/A**

Please provide the following records:

- Details of the nature and amounts of any foreign income received and any related foreign tax credits
- Details of the nature and amounts of any expenses paid to people or businesses who are not New Zealand residents

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A15. Home Office Allowance

The annual total of the following expenses are required in order to complete calculations:

Rent (if property not owned)	
Insurance	
Repairs and Maintenance	
Power and Gas	
Rates and Water Rates	

Valuation Fees re Mortgage	
Legal Expenses re Mortgage	
Interest (on Mortgage)	
Body Corporate Fees	

The total floor area of the house is:		m2
The total floor area used for business purposes is:		m2

The total cost of the property (if owned) was:	\$
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The last valuation of the property (if owned) was:	Land:	\$
	Buildings:	\$

If you do not have a valuation available, please supply a copy of your latest rates notice.

A16. Business Portion of Expenses

Please provide the business use percentage for the following expenses and attach further details is required.

Motor Vehicle Expenses*	%	Subscriptions	%
Telephone & Tolls	%	Travel Expenses	%
Power	%	Insurance	%
Other (Please Specify)			%

* The business use percentage of a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every **three years** unless you are paying FBT or the vehicle is classified as exempt from FBT. In the event of an IRD audit, failure to produce a current log book will result in you only being able to claim 25% of total vehicle costs as a tax deduction. If you would like us to calculate the business use percentage from your log book, please enclose it with your records.

A17. 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

If any of these exceptions apply to your entertainment expenditure, please provide details.

Enclosed	N/A

A18. Trusts

Please provide the following records:

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)

Enclosed	N/A

- Copies of any Deeds of Acknowledgment of Debt or Forgiveness in Reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust

A19. 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: \$

A20. General (to be completed in all cases)

Please supply the following information:

- | | Enclosed | N/A |
|---|--------------------------|--------------------------|
| 1. Copies of all Insurance / Work Place Accident Insurance / ACC Invoices. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Copies of any ACC invoices paid by instalments. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Details of the nature and value of any business goods taken for personal use during the financial year. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Details of any deposits received from customers / clients for goods not supplied at balance date. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Details of any business expenses paid from private funds which have not been reimbursed by the business. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If trading as a company, were there any changes in shareholding or directorships? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year. | <input type="checkbox"/> | <input type="checkbox"/> |

Finalisation of Accounts and Tax Refunds

If you are due for a tax refund, please indicate how you would like it to be treated?

Offset against future tax liabilities

Refunded in full, my bank account number is:

Transferred to the following payer: Name:
IRD Number:

A21. DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is 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.

I..... hereby authorise Erskine-Shaw Accountants Limited 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:

Date:

Your time and effort in completing this form is much appreciated by the team at Erskine-Shaw Accountants Limited.

SCHEDULE A

FIXED ASSETS

We need to know the vehicles and equipment purchased or sold during the year.

ASSETS PURCHASED

Name of Assets: _____

Month first used: _____

Full price incl GST \$ _____

New or Second Hand _____

Name of Assets: _____

Month first used: _____

Full price incl GST \$ _____

New or Second Hand _____

Name of Assets: _____

Month first used: _____

Full price incl GST \$ _____

New or Second Hand _____

ASSETS SOLD OR DISPOSED OF (including assets traded in)

Name of Asset: _____

Date Sold or Traded in _____

Amount Received incl GST \$ _____

Name of Asset: _____

Date Sold or Traded in _____

Amount Received incl GST \$ _____

Name of Asset: _____

Date Sold or Traded in _____

Amount Received incl GST \$ _____

