

2016 INCOME & EXPENDITURE QUESTIONNAIRE

- **Income from business sales (inclusive of GST):** \$ _____
1 April 2015 to 31 March 2016

- **Expenses paid for the year (inclusive of GST):** 1 April 2015 to 31 March 2016

- ◆ Accounting Fees \$ _____
- ◆ ACC Levy \$ _____
- ◆ Advertising \$ _____
- ◆ Bank Charges \$ _____
- ◆ Drycleaning \$ _____
- ◆ Entertainment \$ _____
- ◆ Gifts \$ _____
- ◆ Insurance \$ _____
- ◆ Interest (overdraft) \$ _____
- ◆ Printing, Stamps & Stationery \$ _____
- ◆ Telephone & Tolls \$ _____
- ◆ Training \$ _____
- ◆ Vehicle Expenses \$ _____
- ◆ Other - Please List:
 - ◆ _____ \$ _____
 - ◆ _____ \$ _____
 - ◆ _____ \$ _____
 - ◆ _____ \$ _____
 - ◆ _____ \$ _____

- Please note that we do not need to see the receipts for these expenses, but remind you that you are required to retain them for seven years.

Particulars of any new assets purchased (over \$500)

Date Purchased	Asset Description	Amount (Inclusive of GST)

- Include all Hire Purchase and Lease documents.

Particulars of assets sold or scrapped during year

Asset Descriptions	Date Sold	Tick if Scrapped	Sold For (Inclusive of GST)	Tick if Traded In

GST Returns

- Please provide copies of all GST Returns and relevant working papers that you have prepared for the year.