

# 2019 INCOME & EXPENDITURE QUESTIONNAIRE

➤ **Income from business sales (inclusive of GST):** \$ \_\_\_\_\_  
 1 April 2018 to 31 March 2019

➤ **Expenses paid for the year (inclusive of GST):** 1 April 2018 to 31 March 2019

- ◆ 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.