

## 2020 BUSINESS QUESTIONNAIRE

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### INFORMATION REQUIRED FOR FINANCIAL STATEMENTS AND TAX RETURNS

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Please ensure that this form is completed **IN FULL** . If any section is not applicable, please indicate.

#### **RECORDS REQUIRED:**

Attached (√)

- All cheque butts for the year, showing the nature of each payment on the cheque butt.
- Bank statements for the year for all bank accounts.
- Bank deposit books for the year. Items other than normal business sales (for example, private funds paid in, proceeds from the sale of an asset, rebates from suppliers, income apart from business income, rents, interest or dividends) should be clearly marked, or if they are not paid into a business trading account, record on separate schedules.
- A cashbook detailing all expenditure and income, including bank reconciliations. **Computer cashbooks** including discs and/or printout of the trial balance and general ledger. *Note: The GST portion of all receipts and payments should be clearly identified.*
- Copies of all GST returns completed in the financial year including calculation workpapers and IRD Assessments.
- Copies of all Fringe Benefit Tax returns completed.
- Copies of ACC Invoices.
- Business Loans:** Please provide the **Balance of the Loan** as at 31 March 2020 and the **Total Interest Paid** for the year (most banks send their clients Annual Loan Summaries)
- Copies of Hire Purchase and Lease Documents for Capital Improvements and Assets purchased.
- Sales & Purchase Agreement and Solicitors Statements for property purchases or sales.

#### **INFORMATION REQUIRED:**

➤ **Has the nature of your Business changed in any way during the past 12 months?**

**Yes / No**

**If Yes, please provide brief details**

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**Accounts Payable (amounts owing BY YOU at Balance Date) GST INCLUSIVE**

Owed To	Particulars (eg: purchases, vehicle expenses, etc)	Amount (Including GST)

If you require more room, please attach a separate list.

**Accounts Receivable (amounts owing TO YOU at Balance Date) GST INCLUSIVE**

Owed By	Amount (Including GST)

If you require more room, please attach a separate list.

**Cash on Hand**

Cash on Hand should include cash floats and cash sales prior to balance date but not banked until after that date.

\$ \_\_\_\_\_

**Stock on Hand**

What was the value of Stock on Hand at Balance Date? GST **EXCLUSIVE** cost \$ \_\_\_\_\_

**Livestock on Hand (Farmers Only)**

Livestock on hand at Balance Date

Livestock Type	Total Numbers

**Particulars of any capital improvements or new assets purchased (over \$500)**

Date Purchased	Asset Description	Amount (Inclusive of GST)

**Particulars of assets sold or scrapped during year**

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

**Income not in bank statements or cash book**

Who did you receive income from	What for	Amount (inclusive of GST)

**Out of Pocket cash expenses**

- Please supply details of any business expenses paid for in cash (not cheques) during the year (ie: not paid out of your business bank account).

Who did you pay cash to	What for	Amount (inclusive of GST)

**Goods For Own Use** Did you take any goods for your own use  
 (Cost inclusive of GST) \$ \_\_\_\_\_

**Entertainment**

- Only 50% of entertainment costs are deductible with the following exceptions:
  - Meals while travelling on business (unless with an existing 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 functions open to the public and with trade displays.
  - Meals whilst travelling on an overseas business trip.
  - Entertainment for charitable purposes.
- Do any of the above exceptions apply to your business? YES / NO
- If Yes, please provide details.

**Vehicle Log Book**

- A log-book must be kept every three years.

If you have completed a new log-book this year, please provide this with your information. A log-book must be maintained for every vehicle used partly for business **unless** you have paid FBT for it. (This includes vehicles under 9-5 lease arrangements).

Date last log-book completed \_\_\_\_\_ Business% \_\_\_\_\_