

2022 INCOME & EXPENDITURE QUESTIONNAIRE

1 April 2021 to 31 March 2022

➤ **Income from business sales (inclusive of GST):** \$ _____

➤ **Expenses paid for the year (inclusive of GST):**

- ◆ Accounting Fees \$ _____
- ◆ ACC Levy \$ _____
- ◆ Advertising \$ _____
- ◆ Bank Charges \$ _____
- ◆ Cleaning/Rubbish Removal \$ _____
- ◆ Entertainment (50%) \$ _____
- ◆ 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.

Did you receive any Wage Subsidies from Winz/MSD or Covid Support/Resurgence payments from Inland Revenue

Date	Type of Subsidy	Amount	Bank Acc Deposited into

Particulars of any new assets purchased (over \$1,000)

Date Purchased	Asset Description	Amount (Inclusive of GST)

➤ Include all Hire Purchase and Lease documents.

Particulars of assets sold or scrapped during the 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.