

BUSINESS

ANNUAL QUESTIONNAIRES

Annual questionnaires are important because they provide us with the essential information we need to complete your financial accounts and ensure that all your tax obligations are met. This process also allows us to gain a better understanding of your financial affairs and insight into how this could be improved to help your business succeed and grow.

Please take the time to complete the questionnaire(s) that apply to you. You may be required to complete more than one type of questionnaire depending on the entities that are applicable to you. (i.e. Rental investment and Personal)

If you are unsure of the questionnaire that applies to you, or how many questionnaire you are required to complete please contact us on 09 985 2000 to discuss.

The completed questionnaire(s) and any supporting information should be:

Posted to:

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Mission Bay

Auckland 1010

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Level 1, 46 Stanley Street
Parnell, Auckland 1010

PO Box 55 088 Mission Bay
Auckland New Zealand

COUNT ON GROWTH 

bizsolutions_

Your business, but better

Name: _____

Would you like to receive any information on the following services we provide?

Accounting software and training
Business valuations
Business financial health check
Business structuring and succession planning
Management cashflows and budget

Please provide the following information for period 01 April 2016 to 31 March 2017:

**Tick or
N/A**

General

1. What have you been using to record business transactions (please circle)

Banklink Manual cashbook/spreadsheet Cash Manager MYOB Quickbooks Xero

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Please provide a backup/copy of your data for the year

2. Business activity:

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3. Accounting Records:

Bank statements
Credit card statements
Cheques butts
Deposit slips

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Income

1. Business Income

Cash income received which have not been banked
Business income banked in personal bank accounts
Income taken out as petty cash

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2. Interest income

Resident withholding tax certificates

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3. Dividend income

Dividend statements

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Expenses

1. Entertainment

Full details of venue, nature and attendees of any expenditure on food and beverages (e.g. business lunches, Christmas Functions)

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2. Home office

If you are self-employed or have your company office in your home, you may be able to claim a proportion of all expenses that relate to your business. Please therefore supply us with full details of the following domestic outgoings:

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The Annual total expense of:

Body Corporate Fees

Insurance

Interest (on Mortgage)

Power and gas

Rates and Water rates

Repairs and Maintenance

Rent (if property is not owned)

If you have not previously supplied these details or there have been any changes in the past year, please provide the following information.

Total floor area

Total floor area used for business purposes

Total cost of the property (if owned)

Last valuation of the property (if owned) - Land

Last valuation of the property (if owned) - Buildings

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

3. Legal expense

Copies of solicitor invoices

4. Motor vehicle expense

Where used partly for private purposes. If you kept a logbook for a 3-month period in the last 3 years, please state business proportion ____% otherwise give full details of Business use.

5. Out of Pocket expense

Any business expenses paid by you for which reimbursement by the business has not been received.

6. Travel (Please indicate whether domestic or international)

Airfares

Accommodation

Reason for Travel

Total cost of the travel, and

Estimated amount (if any) applicable to holiday and private purposes.

7. Wages/Salaries

Including holiday pay accruals that are expected to be paid within 63 days from the balance date

Wages/Salaries summary from payroll system

8. Asset under \$500

Any assets purchased that are under \$500 are allowed to be revenue expensed. Mark these ones separately to fixed assets.

9. Fringe benefit tax (FBT)

Copies of year FBT returns along with the supporting work paper including details of non-cash benefits and benefits provided to shareholders or employees.

Please also provide the following details as at 31 March 2017

Assets and Liabilities

(Please state whether they are GST inclusive or exclusive)

1. Petty cash/ Cash on hand**2. Debtors (Accounts receivable) list**

A) Outstanding payments from customers

B) Bad debt

3. Cost of stock on hand and working in progress	<input type="text"/>
4. Goods taken from stocks for private use during the year	<input type="text"/>
5. Retentions (if in the business of building)	<input type="text"/>
6. Investments and Savings (i.e. shares , units trusts, term deposits , savings accounts) Statement showing movement and balance at year end.	<input type="text"/>
7. Intercompany Balances (including details of any movements)	<input type="text"/>
8. Prepayments Any amounts paid for goods and services, where those goods have not used, or the services not performed, by balance date e.g. Insurance premiums.	<input type="text"/>
9. Shareholder/ Director / Beneficiaries Current Accounts (including details of any movement)	<input type="text"/>
10. Debts forgiven during the year (including details of who and when they were made/forgiven)	<input type="text"/>
11. Fixed assets purchased Fixed Asset register along with details of any additions and sales (including trade-in details and if new or second hand), copies of sales and purchase agreements, invoices, Government Valuations and other valuations.	<input type="text"/>
12. Creditors (Account Payable) list A) Include PAYE and wages owed at balance date B) Employee Holiday entitlement – calculate leave owing and other payments due (e.g. bonuses) to employees at balance date, plus list which amount are paid out with 63 days after balance date C) Outstanding payments to suppliers at balance date	<input type="text"/>
13. Bank overdrafts, hire purchase and loans Details of any movement and statement at balance date, the current interest rate, security and guarantees, repayment terms and bank overdraft limit Loan statements for the year	<input type="text"/>
14. Capital commitments At balance date including lease commitments, major contracts	<input type="text"/>
15. Contingencies Are there any conditions or situations existing at balance date which will be confirmed only on the occurrence of events after balance date (e.g. insurance, taxation disputes or litigation settlement where the damage or action occurred prior to balance date)	<input type="text"/>
16. Dividend paid Are there any dividends paid or declared during the year? If so please supply your dividend statements	<input type="text"/>
17. GST returns and workpapers to support the returns (if GST registered)	<input type="text"/>

Other Details Required for Trusts/Estates only

1. Any assets transferred to trust (Details)	<input type="text"/>
2. Details of gifting (including gift statement and deed of acknowledgement of debts)	<input type="text"/>

3. Capital Distributions and advances

Details of any distributions and advances made to beneficiaries during the years.

4. Beneficiary distributions

How is any income for the year to be allocated/ please also advise the dates of birth for children under 16.

5. Property owning trusts

Copies of any valuations obtained.

Does Trust have IRD number

Statutory - for Companies only

1. Change of Directors

Include Change of homes address or registered office.

2. Any director interest notices? If so, please provide details

3. Any changes in Shareholding? If so, please provide details

LTC (Look-through companies) -SKIP THIS IF YOU HAVE ALREADY PROVIDED TO US PREVIOUSLY

Generally the amount of loss available to each shareholder is limited to "owners basis" - the amount of money that the shareholders have at risk

Owner's basis Formula:

Investments - distributions + income - deductions - disallowed amounts

To allow us to ascertain the owners basis, please provide the following information:

- Loan agreements for the rental property(ies)
- Guarantors: who are the guarantors of the loan
- Loan amount : how much is attributable to rental property(ies)
- Market value of the assets used to secure loan: is the family home used to secure LTC loans under the family trust's name?

Would you prefer:

Printed and bound copies of your accounts

A PDF copy of your accounts sent by email

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the calculation of my income from my property rental activities. You are not to complete an audit, nor do I wish 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 statement. I understand your work can not 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.

Client's signature:
