

# BUSINESS

## 2021 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.

Once you have completed and signed the questionnaire(s), please return a copy and any supporting information by email to your accountant or:

**Posted to:**

**PO Box 55 088 Eastridge**

**Mission Bay**

**Auckland 1010**

**bizsolutions\_**  **CHARTERED**  
**ACCOUNTANTS** 

P O Box 55 088 Mission Bay, Auckland 1146. Level 1, 46 Stanley Street, Parnell, Auckland 1010.  
t: +64 9 985 2000 f: +64 9 985 2001 email: [info@bizsolutions.co.nz](mailto:info@bizsolutions.co.nz) web: [www.bizsolutions.co.nz](http://www.bizsolutions.co.nz)

Name: \_\_\_\_\_

Tick or N/A

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

Accounting software and training	<input type="checkbox"/>
Business valuations	<input type="checkbox"/>
Business financial health check	<input type="checkbox"/>
Business structuring and succession planning	<input type="checkbox"/>
Management cashflows and budget	<input type="checkbox"/>
Mortgages	<input type="checkbox"/>
ACC - CoverPlus Extra	<input type="checkbox"/>
Trusts	<input type="checkbox"/>
Benchmarking your business	<input type="checkbox"/>
Goal Setting	<input type="checkbox"/>
Payroll Processing	<input type="checkbox"/>

Please provide the following information for period 01 April 2020 to 31 March 2021:

**General**

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

Xero MYOB Quickbooks Cash Manager Manual cashbook/spreadsheet Other

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

**2. Business activity:**

**3. Accounting Records:**

- Bank statements
- Credit card statements
- Cheques butts
- Deposit slips

**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

**2. Interest income**

- Resident withholding tax certificates

**3. Dividend income**

- Dividend statements

**Expenses**

**1. Entertainment**

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

**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:

**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 \$5,000 for 31 March 2021 financial year**

Any assets purchased that are under \$5,000 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 2021

**Assets and Liabilities**

(Please state whether they are GST inclusive or exclusive)

**1. Petty cash/ Cash on hand**

**2. Debtors (Accounts receivable) list**

Outstanding payments from customers

Bad debt

**3. Cost of stock on hand and working in progress**

**4. Goods taken from stocks for private use during the year**

**5. Retentions** ( if in the business of building)

**6. Investments and Savings** ( i.e. shares , units trusts, term deposits , savings accounts)

Statement showing movement and balance at year end.

**7. Intercompany Balances**

(including details of any movements)

**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.

**9. Shareholder/ Director / Beneficiaries Current Accounts**

(including details of any movement)

**10. Debts forgiven during the year** (including details of who and when they were made/forgiven)

**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.

**12. Creditors (Account Payable) list**

o Include PAYE and wages owed at balance date

o 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

o Outstanding payments to suppliers at balance date

o Outstanding payments to suppliers at balance date

**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

**14. Capital commitments**

At balance date including lease commitments, major contracts

**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)

**16. Dividend paid**

Are there any dividends paid or declared during the year? If so please supply your dividend statements

**17. GST returns and workpapers to support the returns (if GST registered)**

**Other Details Required for Trusts/Estates only**

1. Any assets transferred to trust (Details)

2. Details of gifting (including gift statement and deed of acknowledgement of debts)

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 - Company Register Record**

1. Who maintains your company register records?  
Biz Solutions Limited    Myself    Other

2. If maintained by yourself or others, please provide copies/details of the following documents:   
Change of Directors   
Any director interest notices? If so, please provide details   
Any changes in Shareholding? If so, please provide details

3. Who files the company annual return each year?  
Biz Solutions Limited    Myself    Other

**Would you prefer:**

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: \_\_\_\_\_