



TAX EXPERTS LIMITED
CHARTERED ACCOUNTANTS

BUSINESS QUESTIONNAIRE FOR THE YEAR ENDED 31ST MARCH 2024

Business Details

Business Activity

Business Name

Year End Date 01 April 2023 - 31 March 2024

IRD Number

Contact Details – to ensure we have up to date records, please complete the following

Preferred contact method

Business Phone

Home Phone

Cell

Email

Business Postal Address

Business Street Address

Home Address

Signature

Name

Date

Information for Preparing your Annual Accounts

01st April 2023 to 31st March 2024

These questionnaires are extremely important. Our compilation of your accounts and tax returns is only based on the information that you provide and hence please provide as much details as you can.

Record Required	Comment
<p>1. Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit ▪ Mark the Bank Statements showing the nature of each payment/deposit ▪ Make sure any items not for business sales are clearly marked <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly ▪ Bank statements including any savings account or term deposit Cheque & Deposit butts showing the nature of each payment/deposit <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> ▪ Email files to us ▪ Copy of Bank Reconciliation as at balance date for all bank accounts ▪ Final Bank Statement for year for all bank accounts ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date 	
Accounts Receivable – Amounts owing to you	
<p>2. All accounts or amounts owing to you at balance date should be included. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.(Attach schedule if required)</p>	<p>■ Total at Balance Date \$ _____ (GST Included/Excluded)</p>
Accounts Payable – Amounts owing by you	
<p>3. All accounts or amounts owing by you at balance date should be included indicating name of creditor, amount and what the debt is for. (Attach schedule if required). Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p>	<p>■ Total at Balance Date \$ _____ (GST Included/Excluded)</p>
Stock on Hand	
<p>4. Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</p>	<p>■ Valued at lower of:</p> <ul style="list-style-type: none"> • Cost - • Net Realisable Value - • Market Value - <p>\$ _____ (GST Included/Excluded)</p>

	<p>Work in Progress Include material costs, labour costs and overhead costs.</p> <p>Prepayments received</p>	<input type="checkbox"/>	\$ _____ (GST Included/Excluded)															
		<input type="checkbox"/>	\$ _____ (GST Included/Excluded)															
	Goods and Services Tax (GST)																	
5.	Provide copies of all GST returns for the year, along with your workings.	<input type="checkbox"/>																
	Fringe Benefit Tax (FBT)																	
6.	Provide copies of all FBT returns for the year, along with your workings.	<input type="checkbox"/>																
	Employers - Wages paid to Employees																	
7.	Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the Inland Revenue. OR Send a copy of your Employer Monthly Deduction Schedule (IR348).	<input type="checkbox"/> <input type="checkbox"/>																
	Loan Statements																	
8.	Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>																
	Interest and Dividend Certificates																	
9.	Provide full details of: <ol style="list-style-type: none"> 1. All funds placed on deposit. 2. Loans made by the business during the year. 3. Resident withholding Tax (RWT) certificates of interest received. If none have been provided by your bank please request a copy from them. 4. Any government stock or local body debenture or bonds. 5. Dividends received including dividends from power companies. 6. Any funds in portfolio investments entities (PIE's) and the prescribed investor rate (PIR) used. Do you have any income to declare from Crypto Currency/Share Trading or any wage subsidy received.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																
	Cash on Hand																	
10.	*Cash on Hand \$ _____ Date Banked _____ Petty Cash \$ _____ Till/Cash Floats \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																
	Property, Plant and Equipment																	
11.	1. Assets purchased during the year - please provide copies of invoices, GST inclusive cost, date of acquisition and attach details of any trade-in. <table border="1" style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="width:20%;">Date</th> <th style="width:40%;">Asset Purchased</th> <th style="width:40%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> 2. For purchase of property provide: <ul style="list-style-type: none"> • Sale & Purchase Agreement • Solicitor Settlement Statement • Valuation Report • Details of any loan statements 	Date	Asset Purchased	Amount													<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Date	Asset Purchased	Amount																

	<p>3. Assets disposed during the year - please provide us any sale invoice or details of sale date, amount and where the proceeds were banked:</p> <table border="1" data-bbox="217 237 1098 356"> <thead> <tr> <th>Date</th> <th>Asset Purchased</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>4. Assets scrapped during the year - please review your latest fixed asset schedule and notify us of any items which have been scrapped, or are no longer used:</p> <table border="1" data-bbox="217 468 1098 586"> <thead> <tr> <th>Date</th> <th>Asset Purchased</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>5. Were all the assets purchased, sold or traded-in included in the relevant GST return?</p>	Date	Asset Purchased	Amount										Date	Asset Purchased	Amount										<p>■</p> <p>■</p> <p>■</p>	
Date	Asset Purchased	Amount																									
Date	Asset Purchased	Amount																									
Transactions not through the Business																											
12.	<p>Were all sales banked into your business trading bank account? Yes /No</p> <p>If No, list amounts not banked and when they were lodged: _____</p>	<p>■</p> <p>■</p> <p>■</p>	<p>Personal \$ _____</p> <p>Business \$ _____</p> <p>Other bank accounts \$ _____</p>																								
Business Expenses																											
13.	<p>There are number of invoices that we specifically required. Please ensure the records your provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> • Insurance Premiums • Legal Fees <p>ACC payments and arrangements</p>	<p>■</p> <p>■</p> <p>■</p>																									
Private Use																											
14.	Value of goods taken for private use at their cost price	<p>■</p>	<p>\$ _____</p> <p>(GST Included/Excluded)</p>																								
Expenses paid in Cash or from Personal Funds																											
15.	Please provide a list if applicable	<p>■</p>																									

	Motor Vehicle	Home and Office																																										
16.	<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%;">Vehicle Description</td> <td colspan="2"></td> </tr> <tr> <td>Business Portion</td> <td style="width: 15%;">In Km</td> <td></td> </tr> <tr> <td>Total</td> <td>In Km</td> <td></td> </tr> <tr> <td>Percentage Business</td> <td>%</td> <td></td> </tr> </table> <p style="margin-top: 10px;">PLEASE NOTE</p> <ul style="list-style-type: none"> A detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: <p style="margin-left: 20px; margin-top: 10px;">_____</p> <p style="margin-left: 20px; margin-top: 10px;">_____</p>	Vehicle Description			Business Portion	In Km		Total	In Km		Percentage Business	%		<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 70%;">Total Area of Property</td> <td style="width: 10%;">Sq mt</td> <td></td> </tr> <tr> <td>Business Area</td> <td>Sq mt</td> <td></td> </tr> <tr> <td>Power</td> <td>\$</td> <td></td> </tr> <tr> <td>Insurance (Building & Content)</td> <td>\$</td> <td></td> </tr> <tr> <td>Interest (House Mortgage)</td> <td>\$</td> <td></td> </tr> <tr> <td>Rent</td> <td>\$</td> <td></td> </tr> <tr> <td>Rates</td> <td>\$</td> <td></td> </tr> <tr> <td>Repairs & Maintenance</td> <td>\$</td> <td></td> </tr> <tr> <td>Other</td> <td>\$</td> <td></td> </tr> <tr> <td>Total</td> <td>\$</td> <td></td> </tr> </table>	Total Area of Property	Sq mt		Business Area	Sq mt		Power	\$		Insurance (Building & Content)	\$		Interest (House Mortgage)	\$		Rent	\$		Rates	\$		Repairs & Maintenance	\$		Other	\$		Total	\$	
Vehicle Description																																												
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Total	\$																																											
	<p>Has the nature of your business changed in any way during the past 12 months?</p> <p>If yes, please provide brief details:</p>																																											