

INFORMATION QUESTIONNAIRE
FOR
BUSINESS FINANCIAL STATEMENTS
FOR 2010 INCOME TAX YEAR

**PLEASE HELP US KEEP OUR DATABASE UP TO DATE
(NOTE ANY CHANGES HERE)**

NAME: _____

Balance Date: _____

Contact Person: _____

Contact Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

Email Address: _____

Convenient Time for Contact: _____

PLEASE ENSURE YOU SIGN THE TERMS OF ENGAGEMENT

GENERAL

- a. When do you wish your accounts completed by _____/_____/_____
- b. I wish to discuss my draft financial accounts before they are finalised Yes / No
- c. Once finalised I would like a meeting to discuss my business affairs and tax returns Yes / No
- d. Would you like us to supply you with a second copy of your financial accounts for your bank? Yes / No
- If you wish us to send this directly to the Bank, help us by showing the address of Bank and Contact Person:
- _____
- _____
- e. If my return results in a refund due, I would like the refund:
- i. sent to me in full _____
- ii. used to offset my Provisional Tax liability _____ (Please tick one)
- iii. applied towards my Accountancy Fees _____

CAN WE HELP YOU?**Comments**

- a. **Goods and Services Tax**
- Do you require assistance with preparing your G.S.T. Return? Yes / No
- Do you require assistance with establishment of a computerised record keeping system for G.S.T.? Yes / No
- Do you have any particular G.S.T. problems which we we can help you with? Yes / No
- We can streamline your G.S.T. return preparation
- b. **Budget and Cash Flow Projections / Two Year Tax Projection**
- Would you like us to prepare any of the above for you? Yes / No
- c. **Risk Analysis**
- Are all your business assets/risks adequately insured? Yes / No
- Would you like to know more about the topic? Yes / No
- d. **Family Trust**
- Do you have a family trust? Yes / No
- Would you like to discuss either the formation of a new trust or a review of the old one? Yes / No

A RECORDS AND INFORMATION REQUIRED

**ENCLOSED
TICK HERE**

1 Bank Account: (for all business accounts, including loan accounts)

Cash Manager, QuickBooks, MYOB Backup Disk Do not roll your system until we finalise your bank statements.

OR Cashbook Please provide and include one month past balance date.

OR Bank Statements, Cheque books, Deposit books

(make sure they are all there and all cheques and deposits are clearly identified as to what they are). Please provide and include one month past balance date.

2 Savings/Term Deposit Accounts Statements as well any share sales or purchase.

3 Copies of GST Returns and Workpapers

4 a) Copies of Fringe Benefit Returns and Workpapers

b) Copies of ACC Levy Statements

5 Dividends and Interest Received

If interest or dividends were received during the year, please include interest certificates and/or dividend advices.

6 Dividends or Interest Paid

If you have made dividend withholding tax or interest PAYE payments to the IRD please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliation.

7 Stock on Hand/Work in Progress

a) Stock

\$

Incl/Excl GST (please circle)

Stock on hand should be counted at balance date and separate stock sheets prepared for stock purchased for resale, stock used in production and stock manufactured. The IRD require these stock sheets to be retained for 7 years.

Stock on hand may be valued at the **lower of cost, market selling value or replacement value**. Different stock lines can be valued using different methods.

Obsolete items must be valued at cost unless a lower market value can be substantiated

\$

Incl/Excl GST (please circle)

Profit margins should not be included.

Specify whether GST Exclusive or Inclusive.

b) Work in Progress

Work in progress should be valued at **cost of materials, direct labour and production overheads** less any progress payments.

Profit margins should not be included.

\$

Incl/Excl GST (please circle)

ENCLOSED
TICK HERE

Interest paid on mortgages \$

If rented, total rents paid \$

Rates (attach latest rates demand) \$

Power \$

Repairs \$

Any other house expenses \$

15 Business Motor Vehicle(s) – from Log Book

Please supply a summary of business and private travel from your log book. You need to keep a log book for three months every three years.

16 Private Use Adjustments

Portion of expenses to be allocated as private:

	\$	or	%
Telephone
Power
Insurance
Goods taken for own use

17 Business Expenses

Attach a list of business expenses paid from personal funds

B HAVE THERE BEEN ANY CHANGE IN NATURE OF YOUR BUSINESS SINCE LAST BALANCE DATE?

YES / NO If yes, please give details of change:

C HAVE YOU RAISED OR REPAYED ANY LOANS / MORTGAGES DURING THEY YEAR?

If so, please provide details:

Please supply copies of solicitors' statements, loan documents and bank statements.

Please also supply details of latest Government Valuation and/or a copy of a rates demand for Land and Buildings owned and used in business activities.

D OTHER DETAILS

Please provide any other relevant information:

CLIENT'S SIGNATURE: DATE:

REVIEWED BY: DATE: