

## Please complete with information we need for your Business Accounts and Income Tax Return.

Trading entity questionnaire- Company, Trust, Partnership, Sole trader.

Name:	Balance Date:				
	1				
Records Required	✓			(Tick if completed)	
What accounting system do you use?	1				
Carter & Assoc. process my transactions or Xero	0				
Please provide copies of bank statements confirming account					
balances as at year-end.					
Do you use another computerised system?	0				
-Please provide details				20. 0. 1	
General Ledger printout     Trial Balance     Graditary printout				econciliation at year-end	
Creditors printout     Balance Sheet		• 1	rotit	& loss or cashbook report	
Debtors printout	Τ_				
A manual system or cashbook?	0		. ,		
<ul> <li>Your Cashbook (if one is kept)</li> <li>Details of any Cash received and</li> <li>Bank statements</li> </ul>				reconciliation at balance date	
,	TOT	(	II COII	npleted)	
not banked. the full year.					
Do you have Accounts Payable at year end?		Δετοι	ınts r	payable listing as at year end.	
(Entities who you owe money as at the 31st of March)	0	,,,,,,,	F	ayabic noting as at year char	
Did you have Accounts Receivable at year end?	0	Acco	counts receivable listing at year end.		
(Entities who owe you money as at 31st of March)	O			debts written off during year	
· · · · · · · · · · · · · · · · · · ·				<u> </u>	
Have you bought or sold a property this year?	YES	/ NO		If yes, please supply details	
Rental Income/Mixed Use Holiday Home		/ NO		,, р	
If rent received exceeds \$4000 please complete the Rental que		•	r eacl	h property.	
Do you have any donations receipts?	0			YES / NO	
If yes, please include receipts (include donations to school)				-, -	
		ı			
Stock on Hand & Work in Progress					
Stock-			0	Valued at lower of:	
Stock should be physically counted at balance date and	adeo	uate		O Cost	
records retained to substantiate the dollar value arrived at		•		Net realisable value	
				Market value	
Please note that if you estimate your stock to be less than \$10,000 at the end				o warket value	
of your income year, you may have the option of not physically counting your			0	\$	
stock. In these circumstances we will assume that your closing stock is the				GST-	
same as your opening stock. Please indicate if you would like to use this				INCLUDED / EXCLUDED	
option. (Please note that if your annual turnover is more than \$1.3million,				(Please circle)	
you are not able to use this option).				,	
Mark in Progress				CCT	
Work in Progress			0	GST-	
Include material costs, labour costs and overhead costs.				INCLUDED / EXCLUDED	
Stock in Transit			0	GST-	
Paid for but not received at balance date.				INCLUDED / EXCLUDED	





Cash on Hand			<b>✓</b>	Comments	
*Cash on hand	\$	Date banked	0		
Eftpos not banked	\$	_	0		
Till floats/Cash floats	\$	_	0		
*(Include cash sales prior t after balance date)	o balance date bu	it not banked until			
Dronoumants resolved					
Prepayments received  Deposits received for good	nds and services	not vet sunnlied		\$	
Deposits received for got	ous and services	not yet supplied	0	GST-	
				INCLUDED / EXCLUDED	
Capital Expenditure- Ite thereafter)	ms over \$5000	(Between 1 <sup>st</sup> Apri	l 202	20 to 16 <sup>th</sup> March 2021 over \$	1000
Attach details of assets p					
such as motor vehicle	•	• •			
properties. Where applic details:	able please prov	ride the following			
Hire purchases o	r loan agreemer	its	0		
Lease agreement	_		0		
All legal statement		ents	0		
Trade-in details	into ana agreem		0		
Lost, stolen or sc	rapped items		0		
• Copy of tax i		and purchase	O		
agreements	involues , said	and parenase			
We suggest you review last year's asset and depreciation					
schedule and indicate any a otherwise disposed of.	assets which have	been scrapped or			
other wise disposed of:					
Transactions Not Throug	h the Business				
Were all sales banked int	o your business	trading YES / NO	)	Personal \$	
bank account?				Business \$	
If no, list amounts not ban attach a separate list if nec		ey were lodged. Ple	ase	Other bank accounts \$	
attach a separate list ii nec	essary.				
Legal and Loan Documer	nts				
Please attach:					
Solicitor's statements an	d Sale and Purc	hase Agreements	relat	ting to any legal transactions	0
during the year.					
Statements and agreements relating to any mortgages, hire purchase, lease of loans.				0	
Loan statements for the full year for any loans taken out during the year				0	
Loan statements as at year-end				0	
Copy of any forgiveness of debt documents for trusts.				0	
Eringa Ranafit Tay (ERT) Raturns					
Fringe Benefit Tax (FBT)		enturns and work	200	<u> </u>	
Supply copies of fringe be	eneni tax (FBT) I	eturns and work p	aper	5.	0





Covid- 19			
Did you receive any COVID-19 support payments?	0	YES / NO	
If yes, please provide details of payments received.			
> Did you receive the Small Business Cashflow Scheme	0	YES/ NO	
Loan?			
Loss of Earnings Insurance Policies			
Please include a copy of the policy and total paid for the year.		\$	

Investment Income		
Do you have New Zealand investments? If yes, please supply copies of Interest RWT certificates and Dividend Statements, if any.	O YES / NO	
> Do you have overseas investments?  If so, please provide portfolio advisor reports-	O YES / NO	
➤ Have you sold or purchased land or Buildings?	<ul> <li>Settlement Statement</li> <li>Sale and purchase agree</li> <li>Lawyers invoice</li> <li>Valuation</li> </ul>	ment

Expenses paid in Cash or from Personal Funds	
Please provide a list if applicable-	0

Home Office Expenses- relating to business / self-employed / shareholder employees Please note that this information only needs to be provided in ONE of your questionnaires.

If part of your home is set aside principally for use as an office/workshop/storage area. Please provide the following details-

Property Address:	
Power & Gas	\$
Insurance (Building & Contents)	\$
Rates & Water Rates	\$ Office Area
Repairs & Maintenance	\$ M2
Rent paid (if property not owned)	\$ Total House Area
Mortgage Interest Paid	\$
(If property owned)	M2
Other-	\$
Total:	\$



GSTINCLUDED / EXCLUDED



## **Motor Vehicles**

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle		Vehicle Descr	iption:	, ,
Description:				
Business:	kn	n Business:		km
Total:	kn			km
Percentage Business:	%	Percentage B	usiness:	%
years or vehicle expe (Inland Revenue may	etailed and accurate log nse claims will be limited y still need this to be sub as a company, please in fit tax)	d to a maximum of 25 <b>bstantiated)</b>	% of expenses incur	red.
Comments				
If you have any question hesitate to call us. It is a questionnaire is signed engagement, please sign Acknowledged on behalf	requirement of The Name and returned to us. In and return to us.	ew Zealand Institute In order to signify	e of Chartered Acc your acceptance	ountants that this of the terms of
Name		_		
Signature		Date		
Inland Revenue prefers to	o pay any refunds by dir	rect credit.		
Please advise the bank a	ccount number you wou	uld like any refunds do	eposited to.	
Bank Account No.				