

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:

Records Required	✓	(Tick if completed)
What accounting system do you use?		
<ul style="list-style-type: none"> Carter & Assoc. process my transactions or Xero 	<input type="radio"/>	
Please provide copies of bank statements confirming account balances as at year-end.		
Do you use another computerised system? –Please provide details		
<ul style="list-style-type: none"> General Ledger printout Creditors printout Debtors printout 	<ul style="list-style-type: none"> Trial Balance Balance Sheet 	<ul style="list-style-type: none"> Bank reconciliation at year-end Profit & loss or cashbook report
A manual system or cashbook?		
<ul style="list-style-type: none"> Your Cashbook (if one is kept) Details of any Cash received and not banked. 	<ul style="list-style-type: none"> Cheque/deposit books Bank statements for the full year. 	<ul style="list-style-type: none"> Bank reconciliation at balance date (if completed)

Do you have Accounts Payable at year end? (Entities who you owe money as at the 31 st of March)	<input type="radio"/>	Accounts payable listing as at year end.
Did you have Accounts Receivable at year end? (Entities who owe you money as at 31 st of March)	<input type="radio"/>	Accounts receivable listing at year end. List of bad debts written off during year.

➤ Have you bought or sold a property this year?	YES / NO	If yes, please supply details-
Rental Income/Mixed Use Holiday Home	YES / NO	
If rent received exceeds \$4000 please complete the Rental questionnaire for each property.		
➤ Do you have any donations receipts? If yes, please include receipts (include donations to school)	<input type="radio"/>	YES / NO

Stock on Hand & Work in Progress		
Stock- Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. <i>Please note that if you estimate your stock to be less than \$10,000 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).</i>	<input type="radio"/>	Valued at lower of: <input type="radio"/> Cost <input type="radio"/> Net realisable value <input type="radio"/> Market value \$ _____ GST- INCLUDED / EXCLUDED (Please circle)
Work in Progress Include material costs, labour costs and overhead costs.	<input type="radio"/>	
Stock in Transit Paid for but not received at balance date.	<input type="radio"/>	

Cash on Hand		✓	Comments
*Cash on hand	\$ _____ Date banked	<input type="radio"/>	
	_____/_____/____	<input type="radio"/>	
Eftpos not banked	\$ _____	<input type="radio"/>	
Till floats/Cash floats	\$ _____	<input type="radio"/>	
*(Include cash sales prior to balance date but not banked until after balance date)			

Prepayments received	
Deposits received for goods and services not yet supplied	<input type="radio"/> \$ _____ GST- INCLUDED / EXCLUDED

Capital Expenditure- Items over \$500	
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none"> • Hire purchases or loan agreements <input type="radio"/> • Lease agreements <input type="radio"/> • All legal statements and agreements <input type="radio"/> • Trade-in details <input type="radio"/> • Lost, stolen or scrapped items <input type="radio"/> • Copy of tax invoices / sale and purchase agreements <input type="radio"/> <p>We suggest you review last year's asset and depreciation schedule and indicate any assets which have been scrapped or otherwise disposed of.</p>	

Transactions Not Through the Business	
Were all sales banked into your business trading bank account? YES / NO If no, list amounts not banked and when they were lodged. Please attach a separate list if necessary.	Personal \$ _____ Business \$ _____ Other bank accounts \$ _____

Legal and Loan Documents	
Please attach:	
Solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year.	<input type="radio"/>
Statements and agreements relating to any mortgages, hire purchase, lease of loans.	<input type="radio"/>
Loan statements for the full year for any loans taken out during the year	<input type="radio"/>
Loan statements as at year-end	<input type="radio"/>
Copy of any forgiveness of debt documents for trusts.	<input type="radio"/>

Fringe Benefit Tax (FBT) Returns	
Supply copies of fringe benefit tax (FBT) returns and work papers.	<input type="radio"/>

Loss of Earnings Insurance Policies

Please include a copy of the policy and total paid for the year.

\$ _____

GST-

INCLUDED / EXCLUDED
Investment Income

➤ Do you have New Zealand investments?

 YES / NO
If yes, please supply copies of Interest RWT certificates and Dividend Statements, if any.

➤ Do you have overseas investments?

 YES / NO
If so, please provide portfolio advisor reports-

➤ Have you sold or purchased land or Buildings?

 **Settlement Statement
Sale and purchase agreement
Lawyers invoice
Valuation**
If yes, please provide all interest and dividend statements.
Expenses paid in Cash or from Personal Funds

Please provide a list if applicable-

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	\$	
Rent paid (if property not owned)	\$	Total House Area
Mortgage Interest Paid (If property owned)	\$	
Other-	\$	
Total:	\$	

Motor Vehicles

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

Vehicle Description: _____	Vehicle Description: _____
Business: _____ km	Business: _____ km
Total: _____ km	Total: _____ km
Percentage Business: _____ %	Percentage Business: _____ %
<ul style="list-style-type: none"> Please note that 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. (Inland Revenue may still need this to be substantiated) If you are operating as a company, please indicate which vehicles are available for private use (potentially liable for fringe benefit tax) 	
Comments-	

Conclusion

If you have any questions regarding this client questionnaire and letter of engagement please do not hesitate to call us. It is a requirement of The New Zealand Institute of Chartered Accountants that this questionnaire is signed and returned to us. In order to signify your acceptance of the terms of engagement, please sign and return to us.

Acknowledged on behalf ofby:

Name

Signature Date

Inland Revenue prefers to pay any refunds by direct credit.

Can you please advise the bank account number you would like any refunds deposited to.

Bank Account No.