

31 MARCH 2015 BUSINESS QUESTIONNAIRE

Client Name: _____ **Contact Phone No:** _____

Email Address: _____

Please answer ALL questions. Where lists of information are required attach a separate schedule. If you require any assistance, please give us a call.

This exercise is in your own best interest.

Tick or N/A

<p>1. Bank Statements</p> <ul style="list-style-type: none"> For all accounts operated by the business. These are not required if we are receiving your bank information directly into Banklink. If unsure contact us. Statements should cover the full period/year and up to 1 month after balance date, e.g. 1 April 2014 to 30 April 2015. All cheque / Deposit Books for the year Please order any missing statements. <p>OR</p> <p>Cash Book As an alternative to Bank Statements option above, a balanced and reconciled cash book may be supplied. Descriptions of payments and receipts must be clear. Copies of bank statements for March and April 2015 must be provided.</p> <p>OR</p> <p>Accounting Software If you use the following accounting software packages, simply provide one of the following to us:</p> <ul style="list-style-type: none"> MYOB Accountant Link Transactions – simply 'export' and email the data. In MYOB click 'file', 'accountant link', 'send to accountant'. Highlight all the months, click the 2015 financial year, and email to admin@dentheath.co.nz QuickBooks– A copy of your backup with your username and password. Xero – You will need to invite one of the team to be a user if we can not already have access For other accounting software applications, please contact us regarding the best way to transfer your data. This will need to be via a .csv file or printouts. 	
<p>2. 31 MARCH 2015 BANK STATEMENT – Please send copy of final bank statement for the year for all accounts in use if not supplying all bank statements as per Q1.</p>	
<p>3. GST: Copies of <u>work papers and returns</u> for the full year.</p>	
<p>4. FBT: Copies of worksheets and returns.</p>	
<p>5. WAGE RECORDS: Please supply a copy of your wages or a wage summary by person for the full year and copies of PAYE Statements (IR345) sent to IRD.</p>	
<p>6. HOLIDAY PAY: Provide details of any holidays due for each employee at year end</p>	
<p>7. INVENTORY: (If you have more than \$10,000 of stock only.) The total value of your stock for sale at 31 March 2014. EXCLUDE GST. You must provide a list of the stock items, the quantity you have and the cost. If the item is now worth less than it cost you please indicate this.</p>	
<p>8. WORK IN PROGRESS: Please provide a list of work that you feel is work in progress and an estimated value. Please contact us if you have any queries.</p>	

<p>9. ACCOUNTS RECEIVABLE: A list of amounts owing to you at 31 March 2015 (INCLUDING GST), for goods or services you sold in March or earlier, but did not receive payment for until April 2015 or later. Mark any debts you feel you are unlikely to collect.</p>	
<p>10. ACCOUNTS PAYABLE: A list of any goods or services you bought in March 2015 or earlier, but did not pay for until April 2015 or later (e.g. your March power bill paid in April). Include March PAYE.</p>	
<p>11. VEHICLE: Did you use your private vehicle for business use?</p> <p>Total Kms as per logbook for the year _____</p> <p>Business Kms for the year _____</p>	
<p>12. CASH PAYMENTS AND/OR CREDIT CARDS: For 1/4/14 to 31/3/15. Please include copies of credit cards highlighting any business expenses and a schedule of any payments made from personal funds or cash that is business related. Ensure there is adequate description for recording these transactions in your accounts.</p>	
<p>13. LOAN DETAILS: Details of any new money borrowed from 1/4/14 to 31/3/15 and</p> <p>14. LOAN STATEMENTS supplied showing balances at 31 March 2015.</p>	
<p>15. FINANCE COMPANY BORROWINGS: Copies of new Hire Purchase and Loan agreements.</p>	
<p>16. CASH ON HAND: Unbanked cash and cheques as at 31/3/15.</p> <p style="text-align: right;">\$ _____</p>	
<p>17. WAS ALL INCOME: (including cash) banked to your business account.</p> <p>YES/NO</p> <p>If no, please advise details.</p>	
<p>18. PETTY CASH: Details of petty cash expenses from 1/4/14 to 31/3/15.</p>	
<p>19. FIXED ASSET CHANGES: Copies of Invoices or Documents for any purchases or sales of assets from 1/4/14 to 31/3/15. Items over \$500 must be classified as assets or items on a single invoice totally \$500 or more.</p> <p>List of any items scrapped since last years accounts.</p>	
<p>20. REPAIRS & MAINTENANCE: Details of significant repairs and maintenance, alterations and modifications.</p>	
<p>21. LEGAL FEES: Copies of all solicitors statements.</p>	
<p>22. ENTERTAINMENT: You can only claim 50% of most entertainment expenses. However, there are exceptions and exemptions. List all entertainment and give a brief explanation of each.</p>	
<p>23. DIVIDENDS: If you have shares in Public Companies we will need copies of originals of every piece of paper they send you, e.g. dividend advice slips, shares in lieu of dividend, bonus issues, cash issues, takeover advice etc.</p>	

24. HOME OFFICE EXPENSES: If part of your home is used for business purposes, please provide the following details. This includes a home office, workshop or storage area. Please provide details of the purchase price of the property and a copy of the rates demand if this is the first year you have made a home office claim.

Total Paid for Year including GST:

Insurance \$.....

Interest on Mortgage

Power & Gas

Rates or Rent

Repairs & Maintenance

Annual telephone rental

Annual Internet charges Business Use %

Please provide the following details so we can update or maintain our records:

Area of home for office sq m

Total Area of Home sq m

25. GOODS FOR OWN USE: Please advise value of goods taken from business for own use, without payment from personal funds.

At cost price (excluding GST) \$.....

26. INVESTMENT INCOME: Please provide any Resident Withholding Tax certificates, Dividend Statements, PIE Advice slips or Portfolio documentation for business income.

27. HAS THERE BEEN any significant change to your business during the past year?

YES/NO

If yes, please provide details.

28. Is 80% or more of your income from one source?

29. Did the business own rental properties? If Yes complete the Rental Supplement

30. Tick if you would like to receive future client questionnaires electronically

31. TERMS OF ENGAGEMENT: I have read the "Accounting Terms of Engagement" as presented on your website and agree to these. Please ask for a printed copy if you cannot access our website.

<http://www.dentheath.co.nz/cms/pages/resources.php>

Signed

Date