

2009 BUSINESS INCOME TAX QUESTIONNAIRE

Please complete, sign, and return this annual client's questionnaire to us with your records and relevant information.

NB: All information is required where applicable. Time spent seeking information not originally provided would cause delay to your job completion and may increase costs to you.

Client Name

Nature of Business Activity

A Records supplied Please circle

- | | | |
|---|---|--------|
| 1 | Cash book recording all receipts and payments transactions for the year <u>OR</u>
Bank statements , credit card statements, cheque butts, and deposit books for the year, showing details for each item.
<i>Please clearly mark all non business transactions <u>OR</u></i>
USB Drives/Computer disks and print out of bank reconciliation report as at 31 March 2009; Trial Balance and GST reports. | Yes/No |
| 2 | Petty cash book/day books
i.e. records of expenses paid by cash takings prior to deposit. | Yes/No |
| 3 | GST – Copies of all the returns and workings | Yes/No |
| 4 | FBT – Copies of all the returns and workings | Yes/No |
| 5 | Wages details – Please provide us with a copy of your wages book or showing the gross wages payment for each month. Please advise details of holiday pay which will be paid within 63 days of the balance date | Yes/No |
| 6 | ACC – Attach Acc invoices | Yes/No |
| 7 | Interest received
Attach Resident Withholding Tax Certificates | Yes/No |
| 8 | Dividends received
Attach dividend slips. Please include Power Company's dividends | Yes/No |

B Information required

- | | | | |
|----|--|--------|---------------------------------|
| 1) | Cash on hand/unbanked cash
Includes cash floats and sales not banked until after balance date | Yes/No | \$ _____ |
| 2) | Accounts receivable – money owing to you as on 31 March 2009 for goods or services you sold in March or earlier but did not receive payments by 31 March 2009.
Indicate if the amount includes or excludes GST | Yes/No | \$ _____
<i>Inc/Excl GST</i> |
| 3) | Accounts payable – money owing by you as on 31 March 2009
Please provide a schedule of accounts owed and expense type, include March PAYE. | Yes/No | \$ _____
<i>Inc/Excl GST</i> |

- 4) **Work in progress as on 31 March 2009** Yes/No \$ _____
Includes material costs, direct labour and overhead costs
- 5) **Stock on hand @ 31 March 2009** Yes/No \$ _____
Stock should be physically counted and records retained to substantiate the stock count and valuation. Stock should be valued at cost excluding GST.
- 6) **Fixed Assets** Yes/No \$ _____
Assets purchased during the year
- Attach invoices for assets over \$1000
- Attach details of the cost and trade-in
- Attach details of the hire purchases/finance/lease agreement
- Attach Government valuation, Solicitor's Settlement Statement and of the Sale & Purchase Agreement (for property purchase)
- Specify private use percentage of assets
- Assets sold/disposed during the year, please provide details Yes/No \$ _____
- Has GST been accounted to the Inland Revenue Department on the sale and recoveries of insurance claims?
- 7) **Do you have any investments in an overseas country?**
If yes, please provide details of investment purchased and sold.
For example:
- | | | |
|---------------------------------|--------|----------|
| - Shares in foreign country | Yes/No | \$ _____ |
| - Foreign superannuation scheme | Yes/No | \$ _____ |
| - Foreign unit trust | Yes/No | \$ _____ |
| - Foreign life insurance policy | Yes/No | \$ _____ |
| - Overseas managed funds | Yes/No | \$ _____ |
- 8) **Mortgages and loans** \$ _____
Please attach bank statements/loan summaries showing balances as at 31 March and total interest for the year.
- Please attach details of new loans raised or loans repaid or refinanced during the year.
- Please attach bank's yearly loan statements/summaries
- Please advise the amount of loan establishment fee (if applicable) \$ _____
- If loans include finance for PRIVATE use, please advise the private amount included \$ _____
- Please advise the address of property/properties that any loans, overdrafts, etc are secured over.
- Please advise the term of your loans eg. 20years/25years etc.
- 9) **Security/Charges**
Have you given any assets as security for loans?
Please provide details Yes/No

C **General Information**

- 1) **Have all takings been banked into the business trading bank account?** Yes/No
If not, please advise how it has been applied.

- 2) **Value of goods taken for private use at cost price (excl GST)** Yes/No \$ _____

<p>3) Vehicle expenses <i>Based on log book kept for three months within last three years</i> Business kilometres travelled Total kilometres travelled Business percentage</p>	<p>Yes/No \$ _____ _____ km _____ km _____ %</p>
<p>4) Home office expenses based on the whole year Electricity/Gas Insurance – Dwelling & Contents Interest on mortgage/rent Rates (inc. Water charges) Repairs & Maintenance (office area)</p> <p>Floor space – Office Floor space – House</p> <p>Business percentage</p> <p>Home telephone (rental) Business Calls</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ _____ m2/ft2 _____ m2/ft2</p> <p>_____ %</p> <p>\$ _____ \$ _____ Total \$ _____</p>
<p>5) Contingent Liabilities Are there any contingent liabilities? <u>Please provide details</u></p>	<p>Yes/No \$ _____</p>

D Limited company

If you operate as a limited company:

Have you provided security/debenture/lien over stock/guarantees?	Yes/No	\$ _____
- Have you made capital commitments/other issues since 31 March 2007	Yes/No	
- Have you changed the address of your registered office?	Yes/No	
- Have you changed directors/shareholdings?	Yes/No	
<u>Please provide details</u>		

E Family Trust

- If you are a new client, please provide us with a copy of the Trust Deed and name and date of birth of beneficiaries under 16 years.
 - If you have a gifting program, please attach copies of gift statement and Deed of Forgiveness of Debt. (If you are not sure, check with your lawyer)
- Please advise details of any distributions made to beneficiaries

F Method of receiving financial statements and documents

Please Tick

- I will collect the accounts**
- Please courier to my home address**
- Please post to my home address**

Please note if your return information is too big for standard post, we will send it by courier.