

## BUSINESS QUESTIONNAIRE

NAME: .....

### RECORDS REQUIRED : COVERING FULL FINANCIAL YEAR ENDING .....

1. Bank Statements	For all bank accounts and investment accounts. <b>For those using our Xero service, we only require a bank statement showing the balance as at balance date.</b>		Y/N
2. Cashbook	Ensure this records all receipts and payments of the business for the year and has been <u>reconciled to the bank statement at balance date.</u>		Y/N
OR Computerised Cashbook	Please supply trial balance and a ledger showing a summary of your transactions or a backup. (Please contact us to arrange easiest way to send backup)		Y/N
3. GST Returns	<u>Including work papers</u> supporting these returns		Y/N
4. FBT Returns	<u>Including work papers</u> supporting these returns		Y/N

### INFORMATION REQUIRED: AS AT BALANCE DATE

5. Cash on Hand	Cash Floats Cash Sales prior to balance date but not banked until after balance date	\$..... \$.....	Y/N Y/N
6. Stock on Hand	All stock is to be physically counted and adequate records retained to substantiate the physical count. Value at lower of cost or net realisable value	\$..... (exclude GST)	Y/N
7. Work in Progress	Value of unbilled work in progress includes: Materials \$..... Labour \$..... Overheads \$.....	\$..... (exclude GST)	Y/N
8. Debtors	All accounts <b>owing to</b> your business. <b><u>Please include a schedule</u></b> and clearly mark any bad or doubtful debts.	\$..... (include GST)	Y/N
9. Creditors	All accounts <b>owed by</b> your business <b><u>Please include a schedule</u></b> (or clearly mark cheque butts or cashbook for accounts paid after balance date) Please include any ACC amounts outstanding	\$..... (include GST)	Y/N
10. Loans	Provide confirmation of balances at balance date. (eg Lenders statements) For new loans attach details of date banked, amount banked, interest rates, security.		Y/N

11. Offshore Equity Investments	<p>Offshore equity investments may be subject to tax under the Fair Dividend Rate (FDR) method of measuring income. Complex calculations may be required, although these may have been done for you already and summarised in a portfolio summary report provided by an investment manager or advisor.</p> <p>Please provide us with details of:</p> <p>All foreign equities owned during the year (name of entity, country of residence, number of shares/units, etc)</p> <p>Their cost price if acquired during the year or market value as at the start of that year if already owned.</p> <p>Any income distributions or sale proceeds received.</p>		
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### FURTHER INFORMATION REQUIRED:

12. Solicitors Statements	Relating to any legal transactions during the year		
13. Assets Purchased/Sold/Trade-Ins	<p>Please provide details of assets purchased, sold or traded together with details of how these were financed. <b>PLEASE INSPECT YOUR ASSET SCHEDULE FROM THE PREVIOUS YEAR FOR ACCURACY</b> (Please provide invoices for each of these assets)</p> <p>..... \$.....</p> <p>..... \$.....</p> <p>..... \$.....</p>		
14. Sale Proceeds	<p>Were all takings banked into your business account?</p> <p>Takings not banked into your business account were used:</p> <p>(a) For personal use (cash drawings) \$.....</p> <p>(b) For business expenses (cash expenses) \$.....</p> <p>Attach details</p> <p>(c) lodged into other bank accounts \$.....</p> <p>Attached details</p>	YES / NO	
15. Goods / Produce taken for private use	Value of goods / produce taken for own use (excluding GST)	\$.....	
16. Business expenses paid privately	Attach details of any business expenses paid from private funds	\$.....	
17. Use of Home Office	Please contact us if your house was used for business purposes, and we will provide you with a form to calculate how much you could claim as a business expense.		
18. Vehicle log book	<p>Portion of business use as established as recorded in log book</p> <p>Business km .....</p> <p>Total km .....</p> <p>(Required for <u>each</u> vehicle used for both personal and business use.</p>	.....%	
19. Entertainment Expenses	Attach details of all entertainment expenses, including name of people entertained, reason for entertainment, date and amount		
20. Non residents	Were any payments made to non residents?	YES/NO	

21. Wages	Please provide details of the total wages paid during the year.	\$.....	
22. General	Has the nature of your business changed during the year? Describe any changes.	YES / NO	
23. Refund Bank Account	Please provide the bank account name and number that should there be a refund you would like it to be deposited into  Bank account number.....  Bank account name.....		
24. Company administration	Please provide details and/or associated documentation for each question answered yes:  Have any share transfers taken place during the year?  Are any share transfers likely to take place in the coming year?  Have there been any changes in Directors during the year?  Have any Directors had an interest in contracts entered into by the company?  If yes, has this been entered in the Interests Register? (Please provide a copy of the Interests Register if we are not the registered office)  Any vehicles available for private use and/or have other benefits been provided to Directors, Shareholders and Employees? If yes please provide details  .....  .....	YES / NO  YES / NO  YES / NO  YES / NO  YES / NO	
25. Address confirmation	Please confirm your current postal address below  .....  .....		
26. Meeting	Once your financial statements and/or tax returns are complete, do you wish to have a meeting to discuss them?	YES / NO	

**27. Instructions / Authorisation for BTA Ltd**

I instruct BTA Ltd to prepare my taxation return. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the tax return summary or related schedules insofar as third parties are concerned.

**Authorisation to obtain information subject to the Privacy Act**

I authorise BTA Ltd to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature \_\_\_\_\_ Date \_\_\_\_\_