

BUSINESS QUESTIONNAIRE

BUSINESS NAME:

RECORDS REQUIRED : COVERING FULL FINANCIAL YEAR ENDING

1. Bank Statements	All bank and investment accounts. (Xero clients: balance statement at balance date only).
2. Cashbook OR Computerised Cashbook	All receipts and payments for the year, reconciled to bank statement. Trial balance and ledger or backup supplied. (Contact us to arrange backup transfer.)
3. GST Returns	<u>Including work papers</u> supporting these returns
4. FBT Returns	<u>Including work papers</u> supporting these returns

INFORMATION REQUIRED: AS AT BALANCE DATE

5. Cash on Hand	Cash Floats: Cash sales not banked at balance date:	\$..... \$.....
6. Stock on Hand	Physically counted. Adequate records retained. Value at lower of cost or net realisable value.	\$..... (exclude GST)
7. Work in Progress	Unbilled WIP Materials \$..... Labour \$..... Overheads \$.....	\$..... (exclude GST)
8. Debtors	All accounts owing to your business. Please include a schedule and clearly mark any bad or doubtful debts.	\$..... (include GST)
9. Creditors	All accounts owed by your business: Please include a schedule (or cashbook for accounts paid after balance date) Please include any ACC amounts outstanding	\$..... (include GST)
10. Loans	Provide confirmation of balances at balance date. (e.g. Lenders statements) For new loans attach details of date banked, amount, interest rates, security, repayment terms, purpose.	
11. Offshore Equity Investments	Provide details of all foreign equities owned during the year, including: Entity name, country, number of shares/units. Cost (if acquired during year) or opening market value. Income distributions or sale proceeds.	

FURTHER INFORMATION REQUIRED:

12. Solicitors Statements	Relating to any legal transactions during the year.	
13. Assets Purchased/Sold/Trade-Ins	Attach invoices and financing details. Review prior year asset schedule. Description	Amount \$..... \$..... \$.....
14. Sale Proceeds	Were all takings banked into your business account? If No , takings were used for: (a) Personal drawings: (b) Business expenses (details attached); (c) Other bank accounts (details attached):	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. Vehicle log book	Business use % Business km : Total km: (Required for <u>each</u> vehicle used for both personal and business use.	
18. Entertainment Expenses	Attach details (people entertained, reason, date, amount).	
19. Non residents	Were any payments made to non residents?	YES / NO
20. Wages	Total wages paid during the year:	\$.....
21. Business Changes	Has the nature of your business changed during the year? If yes, describe: 	YES / NO
22. Refund Bank Account	Bank account number..... Bank account name.....	

23. Company administration	Share transfers during the year? Share transfers expected next year? Changes in Directors? Director interests in company contracts? Interests recorded in register? Vehicles or other benefits provided? Details:	YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO
24. Address Confirmation	Postal address: Contact number:	
25. Meeting	Would you like a meeting to discuss your accounts or tax returns?	YES / NO
26. Final Accounts	Preferred deliver method: <input type="checkbox"/> Email <input type="checkbox"/> Post	
27. Instructions / Authorisation	I instruct BTA Ltd to prepare my taxation return and confirm that all information supplied is complete and accurate. I authorise BTA Ltd to communicate with bankers, solicitors, finance companies, and other relevant parties to obtain information required to complete this engagement. Signature _____ Date _____	