

2020 BUSINESS INFORMATION

Client name:

Street address:

Telephone (home):

Mobile No:

Telephone (business):

Email:

Convenient time to call:

Can you please indicate the level of urgency in completing your 2020 accounts:

- Urgent (Please advise reason) _____
- Not urgent

Please complete this questionnaire as it contains vital information required to complete your accounts. Be sure to answer all questions so we know you have not missed any questions by mistake. Correctly completing this questionnaire will generally save us a great deal of time which will ensure your statutory obligations are met and you receive vital information on the performance of your business in a timely fashion.

Terms of the Engagement

(The complete Terms of Engagement are set out in our Engagement Letter)

I hereby instruct PKF Hamilton Ltd to prepare my Financial Accounts and Taxation Returns for the 2020 year.

PKF Hamilton Ltd is authorised to act as my tax agent and communicate with, and obtain information from Inland Revenue on my behalf in respect of all revenue/tax types.

I accept the responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements and income tax returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error or fraud and that you accept no liability for the accuracy and the completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance companies and other persons or organisations to obtain such further information as you may require in order to carry out the above assignment.

Client Name:

Signed:

Date:

1. Records Supplied to PKF Hamilton Ltd

Please attach all relevant information and return to us along with this signed questionnaire.

Tick where appropriate ✓

If PKF Hamilton Ltd is to process your source information:

- Manual Cashbook including bank reconciliation(s)
- Bank Statements (for all bank accounts & stock firms for entire financial year plus one month after)
- Cheque Butts and Deposit Books (or narrations on bank statements)
- Solicitors Trust Account Statements
- Credit Card Statements (that include any business transactions)
- Bartercard Statements (that include any business transactions)

If you have an internal accounting package (Banklink offsite, QuickBooks, MYOB etc):

- Backup/accountants copy on computer disk, flash drive, memory stick or emailed to our office

In all cases (where applicable)

- Hire Purchase and Lease transactions documentation
- Mortgage and other term borrowings documentation
- GST Returns, work papers and assessments
- FBT Returns and workings
- Interest and Dividend Certificates and rebate notices received for the period
- Resident Withholding Tax reconciliation statements for interest or dividends paid by you
- Investment Portfolio Reports including taxable income statements
- Motor Vehicle Mileage Records
- PAYE Returns / Wages Reconciliation Documentation
- Property Sale and Purchase Agreements, settlement statements and revaluation notices
- Invoices for legal or other professional services expenses
- Insurance premium notices and ACC Invoices paid during the year or received subsequently
- Stocktake summary or stocktake count sheets
- Review asset register and provide invoices and supporting information for asset sales/purchases
- Accounts receivable list – appendix 1
- Accounts payable list – appendix 1
- Dairy Company (Fonterra) statements / Fonterra letters re shareholding

**** If a section is not applicable, put a line through it ****

2. Cash on hand

- a) Petty cash \$ _____
- b) Till Floats \$ _____
- c) Income received but not banked \$ _____
- d) Deposits in advance/lay-by sales receipts \$ _____

3. Bankings on hand

- a) Do bankings include amounts which are not from normal sales? Yes No
If yes, please provide details (if not clearly shown in your deposit book).
- b) Were all sales banked into your business account? Yes No
If no, please supply details.
- c) Were all sales not banked into your business account included in your GST returns? Yes No

4. Stock on hand

Stock on hand (excluding GST) \$ _____

State basis of valuation Cost/Net realisable value/other – please specify (delete non-applicable)

5. Work in progress

Work in progress includes material costs, labour costs and overhead content incurred but not yet

invoiced at cost price (excluding GST) \$ _____

6. Goods for Private Use

- a) What was the value of goods taken from stock for private use? \$ _____
at cost price (including GST)
- b) Were there any payments made to your suppliers for goods or services that were used by you personally? Yes No
If yes, please provide details
- c) Has accommodation and meals been supplied to staff as part of their employment package? Yes No
If yes, please provide details

6a. Donations

Has the entity made any donations during the financial year? If so please provide details

7a. Motor Vehicles

For Sole Traders, Trusts & Partnerships only

(Vehicle expense claims will be limited to a maximum of 25% of total costs unless you have a log book to substantiate a higher claim).

a) Are there any business vehicles used for private purposes?

Yes No

If yes, please complete the following for each vehicle:

Vehicle 1

Make & model

Three month period of the last log book kept
(Refer to Appendix 2 for details on log book requirements)

From ___/___/___ to ___/___/___

Total kilometres travelled during period:

Of this figure advise the total kilometres of business use:

Business percentage:

_____ %

Vehicle 2

Make & model

Three month period of the last log book kept
(Refer to Appendix 2 for details on log book requirements)

From ___/___/___ to ___/___/___

Total kilometres travelled during period:

Of this figure advise the total kilometres of business use:

Business percentage:

_____ %

b) Are there any private vehicles used for business purposes?

Yes No

If yes, please complete the following:

Vehicle 1

Make & model

Three month period of the last log book kept
(Refer to Appendix 2 for details on log book requirements)

From ___/___/___ to ___/___/___

Total kilometres travelled during period:

Of this figure advise the total kilometres of business use:

Business percentage:

_____ %

c) If you answered yes to a) and/or b), have you made an adjustment in your GST returns?

Yes No

If yes, please provide workings of the GST adjustment and the GST period the adjustment was made.

7b. Motor Vehicles

a) Have you provided employees a motor vehicle for private use?

Yes No

b) Did you as a business owner or employer have access to a business vehicle for private use?

Yes No

c) If so, do you return this benefit for FBT purposes?

Yes No

8. Business Entertainment

Please provide the following details if not clearly identified in your records

- a) Entertainment expenses paid by your business but which are private \$ _____
- b) Entertainment expenses which are business-related but only 50% deductible (exclude GST if registered) \$ _____
- Include food or beverages provided for existing clients, potential clients, business contacts, and staff.
 - Include social functions for employees (e.g. Christmas functions).
 - Include provision of (or access to) corporate boxes or tents, pleasure craft, and similar exclusive areas at sporting, cultural or other recreational activities.
 - Exclude all entertainment enjoyed or consumed overseas.
 - Exclude food or beverages consumed while on business travel, unless an existing client, potential client or business contact was a guest.
 - Exclude morning and afternoon teas provided to employees on your business premises or at a conference or course.

Note: These inclusions and exclusions are not a comprehensive list. Please refer to the Inland Revenue booklet for more details.

9. Fixed Assets

- a) Have you reviewed the asset register from last year and noted any changes of assets purchased (including trade-ins), sold or otherwise disposed of. Assets include items such as Land & Buildings, Motor vehicles, Plant & Equipment, Furniture & Fittings and Leasehold improvements that cost more than \$500 GST exclusive. Yes No
- We require copies of tax invoices and supporting information (including hire purchase, loan/lease agreements, insurance proceeds) for all asset transactions.*

10. Prepayments

- Did you incur any costs during the year for goods or services which were not fully used until after balance date? Yes No
- If yes, please provide details or copies of any invoices.*

11. Investments (New Zealand)

At any time during the year, did you

- acquire any investments? Yes No
- sell or transfer any investments? Yes No
- have any investments matured during the year? Yes No
- have an investment in a PIE. Yes No

If yes, please attach all documentation received for these investments.

12. Investments (Overseas)

At any time during the year, did you

- have any foreign currency bank accounts (in New Zealand or overseas)? Yes No
- own any shares in overseas companies or unit trusts? Yes No
- have any interest in an overseas superannuation scheme? Yes No
- have any interest in an overseas life insurance policy? Yes No

*If yes, please attach all documentation received for these investments.***13. Loans made**

Did you lend any money during the year? Yes No

*If yes, please attach copies of the agreements and any statements. We need to know the name of the other parties, the interest rate(s) and the repayment terms.***14. Loan borrowings**

Did you incur any of the following during the year

- Loans / mortgages Yes No
- Hire purchases Yes No
- Personal guarantees Yes No

*If yes, please attach copies of the agreements and any statements. We need to know the name of the other parties, the interest rate(s) and the repayment terms.***15. Other income**

a) Did you receive any income from a Trust, Estate or Partnership? Yes No

b) Did you receive any other income not mentioned in this questionnaire? Yes No

*If yes, please provide details and advice notices received, or the name and address of the person to contact for the information.***16. Home Office Expenses**

If not ascertainable from business records please advise:

Have you owned this property for the last 12 months? Yes No Number of months: _____

If not please provide the date the property was sold or purchased _____

Total area of house			Area used for business	
House	_____	M ²	_____	M ²
Office	_____	M ²	_____	M ²
Shed	_____	M ²	_____	M ²
Workshop	_____	M ²	_____	M ²
Other	_____	M ²	_____	M ²

Purchase price of home: Land \$ _____

Buildings \$ _____

Chattels

\$

Please provide details of the following expenses

Monthly/Annual (delete non-applicable)

Insurance (Home and Contents)

\$

Mortgage interest payments

\$

Power & Gas

\$

Rates/Water

\$

Repairs & maintenance

\$

Telephone

\$

Documentation of any other expenses relating to this property not included above.

17. Business Expenses Paid Personally

- a) Have you paid any business expenses from personal funds which have not been reimbursed for? Yes No
If yes, please attach a list of business expenses paid from personal funds.
- b) Have these been adjusted for in your GST returns? Yes No
If yes, please provide workings of the GST adjustment and the GST period the adjustment was made.

18. Income/Expenditure from a Look Through Company

- Were you allocated a share of income/expenditure from a Look Through Company? Yes No
If yes, please provide details and advice notices received, or the name and address of the person to contact for the information.

19. Companies Only - General

- a) Did the Company declare any dividends or return any capital to the shareholders during the financial year? Yes No
If yes, please supply details.
- b) Were there any changes in shareholding (direct or indirect) or names of shareholders/directors during the year? Yes No
If yes, please attach a list of the changes that have arisen.

Note: It is important to consult with us prior to any shareholding or share capital changes (including between existing shareholders) as there could be adverse tax implications.

20. Trusts only

- a) *Gifts made or Loans forgiven*
- Was any loan or debt partly or fully forgiven during the year? Yes No
- Was any gift received during the period? Yes No
If yes, to either of the questions above, please supply copies of the documentation.
- If you answered no and you have loans to the Trust, would you like advice on gifting?* Yes No

b) Allocation of Income or Capital

- Do you wish to make an allocation of income and/or capital to any beneficiaries? Yes No
If yes, please provide us with your instructions. We will need to know the IRD number of any beneficiaries and if any of these beneficiaries are under the age of 16 as at balance date.

c) General Trust Questions

- Was any settlor or trustee absent from NZ during the year? Yes No
- Is any settlor or trustee contemplating leaving NZ in the near future? Yes No

If yes for either of the above questions, please supply details.

- Were there any changes in trustees or beneficiaries or the names of trustees or beneficiaries during the year? Yes No

If yes, please attach a list of the changes including the IRD numbers of the new parties and Trust minutes (where applicable).

21. Accounting Software

Software name _____

Version _____

Username/Password _____

- a) File e-mailed or enclosed Yes No

Emailed to: _____ *Date:* _____

- b) Do all bank accounts reconcile at balance date? Yes No
(Please provide printouts)

- c) If we supplied you with a final journal entry for the previous financial year has it been entered into your accounting system? Yes No

- d) Is your current accounting software meeting your needs? Yes No

- e) Would you like us to contact you regarding options and/or training Yes No

22. Tax Refunds

If your tax calculations result in a refund being due and you are a provisional taxpayer do you want the refund:

- Refunded to you in full, or Yes No
- Used to offset your provisional tax liability (if any) Yes No

23. General

- a) Did the nature of your business change in any way during the last financial year? Yes No
If yes, please provide details in the box provided

- b) Do you expect the nature of your business to change during the next financial year? Yes No
If yes, please supply details in the box provided.

- | | | |
|--|-----|----|
| c) Do you have any lease commitments?
e.g. Did you enter into any arrangements for leasing assets during the financial year?
<i>If so, please provide details.</i> | Yes | No |
| d) Do you have any capital commitments?
e.g. Maintenance commitments, Building refurbishment commitments
<i>If so, please provide details.</i> | Yes | No |
| e) Are there any contingent liabilities you are aware of?
e.g. Any legal proceedings pending which will have a material affect on your business.
<i>If so, please provide details.</i> | Yes | No |

24. Property Information

Address of Property _____

a) Was a property purchased or sold during the financial year, if so please provide the following:

- Solicitor's settlement statement confirming purchase details of property.
- The Government Valuation (as advised on a rates statement) or independent valuation of the property at the time of purchase.
- Advise how the property was funded and any loan documentation.
- A list of chattels in the property at time of purchase.

b) Did you make any improvements to the property during the year?

- If 'yes', please advise the cost and nature of the improvements

c) How many days was the property rented out to non-associated people?

d) How many days was the property rented to, or used by, associated people e.g. Family?

e) How many days was the property used personally?

f) Rental Information

- Detail below the rental income and expenses for the year:

○ Rental Income: \$ _____

○ Expenses:

▪ Commission \$ _____

▪ Rates \$ _____

Other Creditors outstanding at balance date

PAYE	\$
Wages outstanding	\$
Bonuses payable to employees	\$
<i>Bonuses paid within 63 days of balance date</i>	\$
Holiday pay due to employees	\$
<i>Holiday pay paid within 63 days of balance date</i>	\$