

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?<br>If yes, please provide details (if not clearly shown in your deposit book). | Yes | No |
| b) Were all sales banked into your business account?<br>If no, please supply details.  | Yes | No |
| 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?<br>at cost price (including GST)  | \$ _____                                       |
| b) Were there any payments made to your suppliers for goods or services that<br>were used by you personally?<br>If yes, please provide details | Yes <span style="margin-left: 20px;">No</span> |
| c) Has accommodation and meals been supplied to staff as part of their<br>employment package?<br>If yes, please provide details                | Yes <span style="margin-left: 20px;">No</span> |

**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 From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
(Refer to Appendix 2 for details on log book requirements)  
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 From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
(Refer to Appendix 2 for details on log book requirements)  
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 From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
(Refer to Appendix 2 for details on log book requirements)  
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. We require copies of tax invoices and supporting information (including hire purchase, loan/lease agreements, insurance proceeds) for all asset transactions.
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|

## 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 (not applicable if you have rental properties) 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 <sup>2</sup>	_____	M <sup>2</sup>
Office	_____	M <sup>2</sup>	_____	M <sup>2</sup>
Shed	_____	M <sup>2</sup>	_____	M <sup>2</sup>
Workshop	_____	M <sup>2</sup>	_____	M <sup>2</sup>
Other	_____	M <sup>2</sup>	_____	M <sup>2</sup>

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?<br>If yes, please attach a list of business expenses paid from personal funds. | Yes | No |
| b) Have these been adjusted for in your GST returns?<br>If yes, please provide workings of the GST adjustment and the GST period the adjustment was made.                     | Yes | No |

#### 18. Income/Expenditure from a Look Through Company

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

#### 19. Companies Only - General

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

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?<br>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. | Yes | No |
|--|-----|----|

- 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 <u>all</u> bank accounts reconcile at balance date?<br>(Please provide printouts) | Yes | No |
|---|-----|----|

- |   |     |    |
|---|-----|----|
| 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 |

If you are due a tax refund which bank account would you like this to be deposited into?

Please Provide bank account details

Bank A/c Number: \_\_\_\_\_

**23. General**

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



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?      Yes      No  
e.g. Did you enter into any arrangements for leasing assets during the financial year?  
If so, please provide details.

d) Do you have any capital commitments?      Yes      No  
e.g. Maintenance commitments, Building refurbishment commitments  
If so, please provide details.

e) Are there any contingent liabilities you are aware of?      Yes      No  
e.g. Any legal proceedings pending which will have a material affect on your business.  
If so, please provide details.

**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 \$ \_\_\_\_\_
  - Insurance \$ \_\_\_\_\_
  - Repairs and Maintenance\* \$ \_\_\_\_\_
  - Bank charges \$ \_\_\_\_\_
  - Other expenses (please specify) \$ \_\_\_\_\_

(\*Provide a separate list of all repairs costing more than \$500.)

- If you maintain a separate bank account for the rental property please provide all bank statements for the year. Please write on each page what each transaction was for.
- If the property is independently managed please provide a copy of the managers financial reports which were supplied

**Appendix 1**

Not required if you have provided accounting software with Accounts receivable and payable data entered.

Accounts Receivable (Debtors) – Amounts owed to you at balance date

List all amounts owed to you where payment has not been received and banked at balance date.

Indicate any accounts that you believe will not be recoverable (note all bad debts must be written off in your debtors ledger prior to balance date).

Cross out not applicable: GST inclusive/GST exclusive

Customer name	Amount owing \$	Comments/description

Please also detail any bad debts written off during the year.

Accounts Payable (Creditors) – Amounts owed by you at balance date

List all amounts owed by you where payment has not been made at balance date (you may not necessarily have been invoiced for these services during the financial year). Include PAYE owing to the IRD.

Cross out not applicable: GST inclusive/GST exclusive

Supplier name	Amount owing \$	Comments/description

