

2021 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 2021 accounts:

- Urgent (Please advise reason) _____
- Not urgent

Do you require a copy of the completed financial statements to be forwarded to your bank? If yes, please supply the name and email address you need them forwarded to.

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 2021 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 P

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

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 \$5,000 GST exclusive (Covid allowance from 17/3/20 to 17/3/21 to expense any assets under \$5,000).	Yes	No
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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
<i>If yes, please provide details or copies of any invoices.</i>		

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
<i>If yes, please attach all documentation received for these investments.</i>		

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
<i>If yes, please attach all documentation received for these investments.</i>		

13. Loans made

Did you lend any money during the year?	Yes	No
<i>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.</i>		

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
<i>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.</i>		

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
<i>If yes, please provide details and advice notices received, or the name and address of the person to contact for the information.</i>		

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

18. Income/Expenditure from a Look Through Company

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

a) Did the Company declare any dividends or return any capital to the shareholders during the financial year? <i>If yes, please supply details.</i>	Yes	No
b) Were there any changes in shareholding (direct or indirect) or names of shareholders/directors during the year? <i>If yes, please attach a list of the changes that have arisen.</i>	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. COVID-19 Financial Support

a) Have you received the COVID-19 Wage Subsidy? <i>If yes, when did you receive it and how much did you receive?</i>	Yes	No
b) Have you received the COVID-19 Small Business Cashflow (Loan) Scheme? <i>If yes, when did you receive it and how much did you receive?</i>	Yes	No
c) Have you received any other COVID-19 related income assistance? <i>If yes, please supply details.</i>	Yes	No

21. 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? <i>If yes, to either of the questions above, please supply copies of the documentation.</i>	Yes	No
<i>If you answered no and you have loans to the Trust, would you like advice on gifting?</i>	Yes	No
b) Allocation of Income or Capital		
- Do you wish to make an allocation of income and/or capital to any beneficiaries? <i>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.</i>	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
<i>If yes, for either of the above questions, please supply details.</i>		
- Were there any changes in trustees or beneficiaries or the names of trustees or beneficiaries during the year?	Yes	No
<i>If yes, please attach a list of the changes including the IRD numbers of the new parties and Trust minutes (where applicable).</i>		

22. 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?
(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

23. 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: _____

24. General

a) Did the nature of your business change in any way during the last financial year? <i>If yes, please provide details in the box provided</i>	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 effect on your business.
If so, please provide details.

25. 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.

