

PKF 2024 BUSINESS INFORMATION QUESTIONNAIRE

Use this form for Companies, Trusts, Partnerships, and Sole Traders that have business activities

Client/Entity Name	
Street Address	
Telephone (home)	
Telephone (business)	
Telephone (mobile)	
Email	
Convenient time to call	

Can you please indicate the level of urgency in completing your 2024 accounts:

- Not urgent
- Urgent (*Please advise reason*) _____

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 Limited to prepare my Financial Accounts and Taxation Returns for the 2024 year.

PKF Hamilton Limited 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.

Name: _____

Signature: _____

Date: _____

1. Records Supplied to PKF Hamilton Limited

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

Type of Source Information	Please tick if supplied
If you have an internal accounting package that PKF does not have access to (QuickBooks, MYOB):	
Backup/accountants copy on computer disk, flash drive, memory stick or emailed to our office	<input type="checkbox"/>
Bank statements confirming the closing balance of all business bank accounts at year end	<input type="checkbox"/>
If you do not have an internal accounting package:	
Manual Cashbook including bank reconciliation(s)	<input type="checkbox"/>
Bank Statements (for all bank accounts & stock firms for entire financial year plus one month after)	<input type="checkbox"/>
Deposit Books (or narrations on bank statements)	<input type="checkbox"/>
In all cases (where applicable)	
Credit card statements (that include any business transactions)	<input type="checkbox"/>
Bartercard statements (that include any business transactions)	<input type="checkbox"/>
Solicitors trust account statements	<input type="checkbox"/>
Hire purchase and lease transactions documentation	<input type="checkbox"/>
Term loan statements for any business loans	<input type="checkbox"/>
Mortgage and other term borrowings documentation	<input type="checkbox"/>
Bank statements for any overseas bank accounts or investments	<input type="checkbox"/>
GST returns, work papers and assessments	<input type="checkbox"/>
FBT returns and workings	<input type="checkbox"/>
Interest and dividend certificates and rebate notices received for the period	<input type="checkbox"/>
Resident withholding tax reconciliation statements for interest or dividends paid by you	<input type="checkbox"/>
Investment portfolio reports including taxable income statements	<input type="checkbox"/>
Investments in cryptocurrency or shares including taxable income statements	<input type="checkbox"/>
Motor vehicle mileage records	<input type="checkbox"/>
PAYE returns / wages reconciliation documentation	<input type="checkbox"/>
Property sale and purchase agreements, settlement statements and revaluation notices	<input type="checkbox"/>
Invoices for legal or other professional services expenses	<input type="checkbox"/>
Insurance premium notices and ACC invoices paid during the year or received subsequently	<input type="checkbox"/>
Stocktake summary or stocktake count sheets	<input type="checkbox"/>
Review asset register and provide invoices and supporting information for sales/purchases	<input type="checkbox"/>
Dairy company (Fonterra) statements / Fonterra letters re shareholding	<input type="checkbox"/>
Accounts receivable list – appendix 1	<input type="checkbox"/>
Accounts payable list – appendix 1	<input type="checkbox"/>

2. Accounting Software

If currently on Xero and PKF has access, you can skip this section

Current Software Name

Version (if applicable)

Username/Password (if applicable)

a) File e-mailed to PKF or enclosed?

If emailed, please provide details of recipient & date sent

b) Do all bank accounts reconcile at balance date?

Please provide confirmations

c) If we supplied you with a final journal entry for the previous financial year, has it been entered into your accounting system?

d) Is your current accounting software meeting your needs?

e) Would you like us to contact you regarding options and/or training

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Further details

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3. Tax Refunds

a) If your tax calculations result in a refund being due, would you like the refund:

Please CIRCLE your preferred option		
Refunded to you in full	Used to offset your provisional tax liability (if any)	Transferred to another taxpayer with tax to pay

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

Account Name: _____

Account Number: _____

c) If you would like the refund transferred to another taxpayer, please provide details

Name: _____

IRD Number: _____

Further details

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4. Forward Copy to External Party

a) Would you like us to forward final copies of your accounts and/or tax returns to an external party? (e.g. bank, lawyer etc)
If yes, please provide contact information

Please CIRCLE the correct answer	
Yes	No

Name	Email Address	Type of Documents to Forward

Further details

5. Cash on Hand

Please provide details of the value of cash on hand at the end of the financial year.

a) Petty Cash

\$

b) Till Floats

\$

c) Income received but not banked

\$

d) Deposits in advance/lay-by sales receipts

\$

Further details

6. Bankings

Please provide details of the bankings throughout the financial year.

a) Do bankings include amounts which are not from normal sales?
If yes, please provide details (if not clearly shown in your deposit book)

b) Were there any sales received banked into a non-business bank account?
If yes, please provide details

c) Were any of these sales banked into a non-business account excluded from your GST returns? *If yes, please provide details*

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

Further details

7. Stock on Hand

Please provide details of the value of stock on hand at the end of the financial year.
Stock on hand includes inventory held but not yet sold.

Stock on hand (excluding GST)

\$

Basis of valuation

Please CIRCLE the correct answer		
Cost	Net Realisable Value (NRV)	Other (Please specify)

Further details

8. Work in Progress

Please provide details of the value of work in progress at the end of the financial year.
Work in progress includes material costs, labour costs and overhead content incurred but not yet invoiced.

Work in Progress (excluding GST)

\$

Further details

9. Goods Taken for Private Use

Please provide details of the goods taken for private use during the financial year.

a) Value of goods taken from stock for private use at cost price (excluding GST)

\$

b) Were there any payments made to your suppliers for goods or services that were used by you personally? *If yes, please provide details*

c) Has accommodation and meals been supplied to staff as part of their employment package? *If yes, please provide details*

Please CIRCLE the correct answer	
Yes	No
Yes	No

Further details

10a. Motor Vehicles – Private Use

a) Have you provided employees with a motor vehicle that is available for private use as well as business use?

If yes, please provide details below

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

If yes, please provide details below

c) If yes to either a) or b) above, do you return this benefit to IRD for FBT purposes?

If yes, please provide details

d) Do you have any other non-business vehicles at home available for private use, or is the business vehicle your only vehicle?

If yes, please provide make, model, ownership details

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No

List of business vehicles available for employee private use

Employee Name	Make / Model / Registration of Vehicle	Days per week available for private use

List of business vehicles available for owner private use

Owner Name	Make / Model / Registration of Vehicle	Days per week available for private use

List of private vehicles for each owner (not business vehicles)

Owner Name	Make / Model / Registration of Vehicle

Further details

10b. Motor Vehicles – Private Use of Business Vehicles

For Sole Traders, Trusts & Partnerships only (Ignore if Company)

Please note that vehicle expense claims will be limited to a maximum of 25% of total costs unless you have a logbook to substantiate a higher claim. A logbook must be maintained for a three month test period every three years, or when a significant change in business occurs.

Please CIRCLE the correct answer	
Yes	No

a) Are there any business vehicles used for private purposes?
 If yes, please complete the following for each vehicle:

Vehicle 1

Make and model	
Registration plate number	
Name of main driver for business purposes	
Three-month period of the last logbook kept	From ___/___/___ to ___/___/___
Total business kilometres travelled during logbook period	
Total kilometres travelled during logbook period (including both business and personal kilometres)	
Business percentage (business kms divided by total kms):	%

Vehicle 2

Make and model	
Registration plate number	
Name of main driver for business purposes	
Three-month period of the last logbook kept	From ___/___/___ to ___/___/___
Total business kilometres travelled during logbook period	
Total kilometres travelled during logbook period (including both business and personal kilometres)	
Business percentage (business kms divided by total kms):	%

b) If you answered yes to the above, have you made an adjustment in your GST returns?
 If yes, please provide workings of the GST adjustment and the GST period the adjustment was made.

Please CIRCLE the correct answer	
Yes	No

Further details

10c. Motor Vehicles – Business Use of Private Vehicles

Please CIRCLE the correct answer

a) Are there any private vehicles used for business purposes?
If yes, please complete the following for each vehicle:

Yes	No
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Vehicle 1

Make and model

Registration plate number

Name of main driver for business purposes

Total business kilometres travelled during the year

Vehicle 2

Make and model

Registration plate number

Name of main driver for business purposes

Total business kilometres travelled during the year

Further details

11. Donations

Please CIRCLE the correct answer

Has the entity made any donations during the financial year?
If yes, please provide details and receipts

Yes	No
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Further details

Date	Donee Organisation	Amount	Receipt Provided?

12. Business Entertainment

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

Examples of entertainment expenses that are 50% deductible:

- food or beverages provided for existing clients, potential clients, business contacts, and staff
- social functions for employees (e.g. Christmas functions)
- gifts/giftboxes of food and drink that benefit your business and are enjoyed privately by the person who receives them (for example, if you give a bottle of wine to each customer who buys a car off you)
- provision of (or access to) corporate boxes or tents, pleasure craft, and similar exclusive areas at sporting, cultural or other recreational activities
- 'supporting expenses' for other entertainment that is 50% deductible, such as hire of wine glasses and wait staff for a party, or food and drink consumed at a sporting event or recreational activity

Examples of entertainment expenses that are 100% deductible:

- food or beverages consumed while on business travel, unless an existing client, potential client or business contact was a guest.
- morning and afternoon teas provided to employees on your business premises or at a conference or course.
- light meals consumed as part of the manager's duties (for example, sandwiches during a board meeting)
- entertainment enjoyed or consumed overseas

Examples of entertainment expenses are not deductible:

- food, beverages or activities consumed or enjoyed by your or your family that was not directly related to business activities (private activities)

Note: This is not a comprehensive list. Please google 'IR268' to refer to the Inland Revenue booklet for more details.

a) Total entertainment expenses that are 50% deductible	\$	
b) Entertainment expenses that were paid by your business, but are actually private	\$	
c) The above amounts are provided	GST Inclusive	GST Exclusive

Further details

13. Prepayments

Did you incur any costs during the year for goods or services which were not fully used until after balance date?

If yes, please provide details or copies of any invoices.

Please CIRCLE the correct answer	
Yes	No

Further details

14. Fixed Assets

Assets include items such as Land & Buildings, Motor Vehicles, Plant & Equipment, Furniture & Fittings and Leasehold Improvements that cost more than \$1,000 (GST exclusive).

We require copies of tax invoices and supporting information (including hire purchase, loan/lease agreements, insurance proceeds) for all asset transactions.

Have there been any changes to the asset register from last year, including any changes of assets purchased (including trade-ins), sold or otherwise disposed of.

If yes, please provide details and invoices

Please CIRCLE the correct answer	
Yes	No

Further details

15. Loans Made

Did you lend any money during the year?

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.

Please CIRCLE the correct answer	
Yes	No

Further details

16. Loans Borrowed

At any time during the financial year, did you incur any new or repay any of the following:

a) Loans/Mortgages

b) Hire Purchases

c) IRD Small Business Loan (Covid Loan)

c) Personal Guarantees

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No

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

Further details

17. Investments (New Zealand)

At any time during the financial year, did you:

- a) Acquire any new investments or shares?
- b) Sell or transfer any investments or shares?
- c) Have any investment mature?
- d) Have an investment in a PIE?

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No

If yes, please attach all documentation received for these investments including end of year PIE income summary statements

Further details

18. Investments (Overseas)

At any time during the financial year, did you:

- a) Own any shares in overseas companies or unit trusts?
- b) Have any interest in an overseas superannuation scheme?
- c) Have any interest in an overseas life insurance policy?

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

If yes, please attach all documentation received for these investments, including the market value of these investments as at balance date.

At any time during the financial year, did you:

- d) Have any foreign currency bank accounts (in New Zealand or overseas)?
- e) Do you have any deposit accounts, loans, bonds, or other similar investments?

Please CIRCLE the correct answer	
Yes	No
Yes	No

If yes, please provide details of these investments (e.g. monthly bank statements) confirming all interest received, and foreign taxes paid or deducted.

Further details

19. Investments (Crypto & ETFs)

At any time during the financial year, did you:

a) Have any investments in Cryptocurrency?
E.g. Bitcoin, Ether (Ethereum), XRP or any other digital currency

a) Have any investments in ETFs (exchange-traded funds)?

Please CIRCLE the correct answer	
Yes	No
Yes	No

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

- the market value of each of these investments at year end*
- spreadsheets or documents confirming all purchases (cost and quantity)*
- spreadsheets or documents confirming all sales (cost and quantity)*
- taxable income statements*

Further details

20. Other Income

a) Did you receive any income from a Trust, Estate or Partnership?

b) 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.

c) Did you receive any other income not mentioned in this questionnaire?

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

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

Further details

21. Business Expenses Paid Personally

a) Have you paid any business expenses from personal funds which have not been reimbursed for?

If yes, please attach a list of business expenses paid from personal funds.

b) Have these been adjusted for in your GST returns?

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

Please CIRCLE the correct answer	
Yes	No
Yes	No

Further details

22. Home Office

Please provide the following information if not ascertainable from business records
(not applicable for rentals if all your rental properties are managed by a rental agency)

Address of Home Office: _____

Was this house used for your home office for the full 12-month period?

If no, when did you move in / out of this property?

Purchase Price of Land

Purchase Price of Buildings

Purchase Price of Chattels

Please CIRCLE the correct answer	
Yes	No
\$	
\$	
\$	

	Total Area	Area Used for Business
House (<i>incl. Office & attached Garage</i>)	m ²	m ²
Garage (<i>if detached</i>)	m ²	m ²
Shed	m ²	m ²
Workshop	m ²	m ²
Other (<i>please specify</i>)	m ²	m ²
Total	m ²	m ²

Please provide details of the following expenses

Electricity & Gas

Insurance (Building & Contents)

Mortgage Interest (*excluding principal*)

Rent

Rates (City, District, Regional)

Rates (Water)

Internet & Fixed-Line Telephone

Repairs & Maintenance

Other (*please specify*)

	Please CIRCLE the correct answer	
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually
\$	Monthly	Annually

Further details

23. General

a) Did the nature of your business change in any way during the last financial year?

If yes, please provide details

b) Do you expect the nature of your business to change during the next financial year?

If yes, please provide details

c) Do you have any lease commitments? e.g. Did you enter into any arrangements for leasing assets during the financial year?

If yes, please provide details

d) Do you have any capital commitments? e.g. Maintenance commitments, Building refurbishment commitments.

If yes, please provide details

e) Are there any contingent liabilities you are aware of? e.g. Any legal proceedings pending which will have a material effect on your business.

If yes, please provide details

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Further details

24. Companies Only

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.

a) Did the Company declare any dividends or return any capital to the shareholders during the financial year?

If yes, please supply details.

b) Were there any changes in shareholding (direct or indirect) or names of shareholders/directors during the year?

If yes, please attach a list of the changes that have arisen.

Please CIRCLE the correct answer	
Yes	No
Yes	No

Further details

25. Trusts Only

Gifts made or Loans forgiven

a) Was any loan or debt partly or fully forgiven during the year?
If yes, please supply copies of the documentation

b) Was any gift received during the period?
If yes, please supply copies of the documentation

c) If you answered no and you have loans to the Trust, would you like advice on gifting?

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

Allocation of Income or Capital

d) Do you wish to make an allocation of income and/or capital to any beneficiaries?

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.

Please CIRCLE the correct answer	
Yes	No

General Trust Questions

e) Please provide the IRD number/s for all settlors

f) Was any settlor or trustee absent from NZ during the year?
If yes, please provide details

g) Is any settlor or trustee contemplating leaving NZ in the near future?
If yes, please provide details

h) Were there any changes in trustees or beneficiaries or the names of trustees or beneficiaries during the year?
If yes, please attach a list of the changes including the IRD numbers & birthdates of the new parties and Trust minutes (where applicable).

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

Further details

APPENDIX 1 – Accounts Receivable (Debtors) and Accounts Payable (Creditors)

This section is not required if you have provided accounting software with Accounts Receivable and Accounts 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.

Please 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).

Amounts are provided

Please CIRCLE the correct answer	
GST Inclusive	GST Exclusive

Customer Name	Amount Owing at Year End	Comments/Description
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

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.

Amounts are provided

Please CIRCLE the correct answer	
GST Inclusive	GST Exclusive

Supplier Name	Amount Owing at Year End	Comments/Description
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	