



2019 ANNUAL BUSINESS QUESTIONNAIRE

Client Name: _____
Postal Address: _____
Physical Address: _____
Business Phone: _____
Home Phone: _____
Mobile Phone: _____
Email: _____

Please complete this questionnaire as it contains vital information required to complete your financial statements. 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 ENGAGEMENT

I instruct BDO Invercargill to prepare my financial statements and taxation returns for the 2019 year. BDO Invercargill 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 and 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 can not 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 purpose 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 authorised to communicate with the appropriate bankers, solicitors, finance companies, ACC 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: _____

RECORDS REQUIRED BY BDO INVERCARGILL

Please do not hesitate to contact us on 03 218 2959 should you require assistance to complete.

1. RECORDS/INFORMATION TO BE SUPPLIED

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

Tick where appropriate ✓

If BDO 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 ACCOUNTING PACKAGE (BANKLINK OFFSITE, QUICKBOOKS, MYOB, ETC):

Backup/accountants copy on memory stick or emailed to our office

IN ALL CASES (WHERE APPLICABLE) PLEASE PROVIDE

Hire Purchase and Lease transactions documentation

Term Loan, Mortgage and other term borrowings documentation (with loan transaction summary)

GST Returns, work papers and assessments

FBT Returns and workings

PAYE Returns and wage reconciliation reports

Resident Withholding Tax reconciliation statements for interest or dividends paid by you

Interest and Dividend Certificates and rebate notices received for the period

Investment Portfolio Reports including taxable income statements

Motor Vehicle Mileage Records

Invoices for legal or other professional services expenses

Insurance premium notices and ACC Invoices paid during the year or received subsequently

Accounts receivable list - Appendix 1

Accounts payable list - Appendix 1

Dairy Company (Fonterra) statements / Fonterra letters re shareholding

Bad Debts

Rental Property Income and Expenses - Appendix 2

2. STOCK ON HAND

Do you have stock on hand at balance date? Yes No N/A

If yes, please write the GST exclusive value of your stock here: \$ _____

Stock should be counted at the close of business on your balance date. These stock count records must be retained by you. When calculating the value of your stock, you should use the cost price (GST exclusive) of each item. If it is going to be sold at less than the cost price, you can value it at the selling price.

3. WORK IN PROGRESS

Do you have any Work In Progress at balance date? Yes No N/A

If yes, please write the GST exclusive value of your work in progress here: \$ _____

Work in progress should be calculated on balance date and should include the cost of materials, labour and overheads incurred but not yet invoiced. All amounts should be GST exclusive.

4. CASH ON HAND

Do you have any Cash On Hand as at balance date? Yes No N/A

Please list your cash on hand. Write 'Nil' if this is appropriate:

Till floats \$ _____

Petty cash \$ _____

Income received but not banked \$ _____

Deposits in advance/lay-by sales receipts \$ _____

5. OTHER TRANSACTIONS

Were all your sales takings banked into your business bank account? Yes No

Did you take any business goods for private use? Yes No

Have any non-cash benefits been supplied to shareholders for less than market value? Yes No

Were any business expenses paid from personal funds and have not been reimbursed? Yes No

Please provide all details for transactions listed above, if any.

6. MOTOR VEHICLES

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. Log books must be kept for a minimum of a three month period, every three years.

Do you have a motor vehicle or vehicles with a personal portion? Yes No

If yes, please answer the following questions and supply supporting documents:

What is the personal portion? _____%

Do you keep a log book? Yes No

Are GST adjustments made for expenses in each GST period? Yes No

Have you provided employees the use of a motor vehicle for private use? Yes No

Does a shareholder/employee use a business vehicle outside of work hours? Yes No

If so, do you return this benefit for FBT purposes? Yes No

7. HOME OFFICE

Are any of your business activities conducted from home, or do you use a home office? If yes, please provide the following private expenses for the year:

Rates: \$ _____

Insurance (house only): \$ _____

Mortgage Interest (not principal): \$ _____

Power: \$ _____

Rent, if applicable: \$ _____

Telephone: \$ _____

Other: \$ _____

If applicable, please record the proportion of the home used for business purposes _____%.

Total House _____m² Total Business Use _____m²

8. FIXED ASSETS

Have you sold or purchased any fixed assets during the year? If yes, please complete Appendix 1

Yes No

Have you reviewed the asset schedule for the business and recorded any changes?

Yes No

We require copies of all tax invoices and supporting information (including hire purchase, loan/lease agreements, legal statement, insurance proceeds) for all asset transactions that cost more than \$500 (GST exclusive).

9. CAPITAL COMMITMENTS/CONTINGENT LIABILITIES

Do you have any future commitments to capital expenditure at balance date?

Yes No

Are there any contingent liabilities you are aware of at balance date?

Yes No

If yes, please provide details (e.g. any legal proceedings).

10. GENERAL - COMPANIES ONLY

Did the company declare any dividends or return any capital to the shareholders?

Yes No

If yes, please provide details.

Were there any changes in shareholding 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 the any shareholding or share capital changes (including between existing shareholders) as there could be adverse tax implications.

11. OTHER

If there is any other information that you consider would be of benefit in preparing your financial statements, please write it below or provide details and supporting documentation:

12. ACCOUNTS TO THIRD PARTY

Would you like a copy of the final financial statements sent to a third party?

Yes

No

If yes, please specify: _____

13. TAX REFUNDS

If you qualify for an income tax refund, please indicate how it is to be used.

Refund to a Bank Account

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Code Branch Account Number Suffix

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Name of Account

OR

Offset Provisional Tax Liability (if any)

Transfer to a Related Person's Tax Liability

APPENDIX 2 - RENTAL PROPERTY INFORMATION

Address of Property _____

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

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

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

How many days was the property rented to, or used by, associated people, e.g. family? _____

How many days was the property used personally? _____

Please provide the entire year's rental information for the following:

- Bank Statements
- Loan Statements
- Income, Commission, Rates, Insurance, Repairs & Maintenance, Bank charges, Other expenses

*Provide a separate list and invoices of all repairs costing more than \$500.

*If the property is independently managed please provide either monthly rental a copy of the manager's financial reports which were supplied.

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 rateable valuation 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.