

Business Questionnaire – 31 March 2024

Name	Phone
Address	Mobile
	Email

Bank Account number for Refunds

Information Required	Yes, No, N/A, Comment
Business Records	
<p>Either:</p> <p>A: If you use a software package, please provide</p> <ul style="list-style-type: none"> Backup as at 31st March 2024 (not required for Xero or MYOB online but please ensure that we have access) Bank Statement as at 31st March 2024 for all bank accounts <p>Or</p> <p>B: Where no software package is used, please provide</p> <ul style="list-style-type: none"> All bank statements for the year for all accounts clearly narrated. 	
Stock on Hand (GST Exclusive) Not required if under \$10k	
<p>Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. Stock should be valued at the lower of cost, net realisable value or market value. Please state GST exclusive. Note this is not required if the stock value is under \$10,000.</p> <p>Work in Progress should include material, labour and overhead costs.</p>	<p>Stock \$ _____</p> <p>GST Exclusive value _____</p> <p>Work in Progress \$ _____</p>
Accounts Receivable (Debtors)	
Please provide a list of amounts that were owing to you from customers as at 31 st March 2024	
Accounts Payable (Creditors)	
Please provide a list of amounts that you owed as at 31 st March 2024. This should include all amounts invoiced to you payable in April. Holiday pay paid within 63 days of balance date (from 1 st April 2024 to 2 nd June 2024) may be included. Include details of the amounts due.	
Cash on hand	
Provide details of unbanked takings and petty cash on hand as at 31 st March 2024.	<p>Unbanked Takings \$ _____</p> <p>Petty Cash \$ _____</p>

Fixed Assets	
<p>Provide a list of any assets purchased or sold during the year.</p> <p>If you have sold or purchased a rental property during the year, please provide the settlement statement.</p> <p>Please review last year's Depreciation Schedule and advise any assets that no longer exist.</p>	
Home Office Expenses	
<p>Do you have an area set aside in your home for business purposes? Yes/No</p> <p>If Yes please supply:</p> <p>Floor area of Office/Studio/Workshop sq m/feet _____ Floor area of House sq m/feet _____</p> <p><u>Home Expenses for the year</u></p> <p>Insurance (House only not contents) \$ _____ Mortgage Interest \$ _____ Power \$ _____ Rates/Rent \$ _____ Phone & Internet \$ _____ Repairs and Maintenance \$ _____</p>	
Cash Income during the year not banked	
<p>Supply details of any income received during the year that was not banked into the business accounts.</p>	
Expenses paid in cash/from personal account	
<p>List any business expenses paid from personal funds during the year.</p>	
Insurance and ACC	
<p>Please provide a breakdown of all insurance premiums paid during the year. Companies will also need to provide the statement from ACC for shareholder salaries.</p>	

Motor Vehicle	
List of vehicles used for the business. If you are not paying Fringe Benefit Tax a logbook should have been kept for 3 months otherwise your business claim is limited to 25%	
Please list vehicles and business %	
_____ %	
_____ %	
_____ %	
In some cases, it may be more beneficial to claim public service mileage rates. If you would like us to claim this, please advise km travelled for business use _____ km	
Finance	
Please provide details of any loans or mortgages raised during the year and loan summaries for all loans for the year	
Delivery of Financial Statements and Tax returns	
Would you like to come in and pick up/discuss your Financial Statements (circle yes or no) Y/N	
Indicate if you would like an electronic copy and/or a hard copy posted. (Please indicate the number of hard copies required)	
Electronic Format (circle yes or no) Y/N	
Hard Copies (number that you require) _____	

Thank you for completing this questionnaire. Please sign and return with your information.

Signature _____

Date _____