



## Business Questionnaire and Information Declaration

Client Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Please answer all questions on the following pages relating to the period **01.04.2023 to 31.03.2024**.

It is important that the information you provide is accurate and complete. Please do not hesitate to contact the office if you are unsure of any information.

- Bank Statements** for the full year plus one month after Balance Date (if GST not processed by us)
- Invoices & Receipts Files** for the full year plus one month after Balance Date (if GST not processed by us)
- Cash Books** Include Bank Reconciliation
- GST Returns** include all returns & work papers for the year unless completed by us
- FBT Returns** include all returns & work papers for the year unless completed by us
- Dividend Certificates**
- Log Book** A log book must be maintained for every vehicle used partly for business unless you are subject to FBT. A new log book must be maintained every 3 years for a 3 month period. If you have completed a new log book this year, please provide this.  

**Date log book last completed** \_\_\_\_\_
- Mileage Records** Provide your mileage log book if motor vehicle expenses are not determined on a percentage basis
- Mortgage & Loan Documents** Details of payments during the year and the outstanding balance at Year-End. Please also provide details of any new loans
- Credit Card Statements** with details if used for Business Purposes
- Insurance Premium Notices** confirming Premiums for Insurance on Buildings, Plant & Machinery, Vehicles.
- Lease and Hire Purchase Agreements** Please attach copies of Hire Purchase & Lease Agreements entered into this year
- Solicitors Statements** for any business related transactions

**Assets Purchases & Sales**

Did you buy or Sell any Assets during this Financial Year – please refer to last year’s Fixed Asset schedule  
Purchases – only required where they are not clearly noted as a fixed asset in your other records

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Investments**

Please provide details of any Shares or Term Deposits bought or sold – please refer to the Investments noted in last year’s Accounts

<u>Company Name</u>	<u>No of Shares</u>
_____	_____
_____	_____
_____	_____
_____	_____

<u>Bank / Finance Company</u>	<u>Deposit Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

**Business Use of Home**

Please advise the following details for the year from 1 April 2023 to 31 March 2024

Mortgage Interest paid	\$ _____
House & Contents Insurance	\$ _____
Telephone Rental	\$ _____
Electricity / Gas	\$ _____
Water Rates	\$ _____
Rates	\$ _____
Repairs & Maintenance	\$ _____
Rent Paid	\$ _____

Total Area of Home \_\_\_\_\_ sq metres  
Area used for Business \_\_\_\_\_ sq metres

**Inventory**

A stocktake must be completed at the end of the Financial Year (This must be valued at cost OR net realisable value GST excluded, whichever is the lower). Work In Progress must be accounted for if not yet invoiced out – this should include materials used, labour costs to date, portion of overheads.

Work in progress \$ \_\_\_\_\_ incl/excl GST

Raw Materials \$ \_\_\_\_\_ incl/excl GST

Finished Goods \$ \_\_\_\_\_ incl/excl GST

Please indicate what method has been used to value stock: FIFO / Weighted Average Cost

**Cash**

Unbanked Takings at Balance Date \$ \_\_\_\_\_

Petty Cash on Hand \$ \_\_\_\_\_

Till Floats \$ \_\_\_\_\_

Lay-By Monies Held \$ \_\_\_\_\_

Deposits in Advance \$ \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**Income Privately Banked**

Was all income banked to your main business account? Yes / No If no, please provide details:

Type of Income \_\_\_\_\_ Amount \_\_\_\_\_

Type of Income \_\_\_\_\_ Amount \_\_\_\_\_

**Expenses Paid for Privately**

Did you pay for any Business Related Expenses from Personal Funds? If so, please provide details:

Type of Expense \_\_\_\_\_ Amount \_\_\_\_\_

Type of Expense \_\_\_\_\_ Amount \_\_\_\_\_

**Private Funds Introduced**

Did you deposit any Personal Funds into the Business Account during the year? If so, please provide details:

Date Banked \_\_\_\_\_ Amount \_\_\_\_\_

Date Banked \_\_\_\_\_ Amount \_\_\_\_\_

**Contingent Liabilities**

Are there any Contingent Liabilities existing at Year End? If so, please provide details:

Type of Contingent \_\_\_\_\_ Amount \_\_\_\_\_

Type of Contingent \_\_\_\_\_ Amount \_\_\_\_\_

**Gifts**

Did you forgive any debts owing to you during the year? If so, please provide details:

Details \_\_\_\_\_ Amount \_\_\_\_\_

Details \_\_\_\_\_ Amount \_\_\_\_\_

Details \_\_\_\_\_ Amount \_\_\_\_\_

**Bad Debts**

Ensure you have written off any bad debts in your Ledger prior to Balance Date.

**Shareholders**

Have there been any changes to Shareholders? If so, please advise details:

Shareholder \_\_\_\_\_ Purchased / Sold \_\_\_\_\_

Shareholder \_\_\_\_\_ Purchased / Sold \_\_\_\_\_

Shareholder \_\_\_\_\_ Purchased / Sold \_\_\_\_\_

**Directors**

Please advise of any changes to Directors details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNTS PAYABLE (CREDITORS) OWED BY YOU AS AT: 31 MARCH 2024 (or attach your printout)**

Name of Creditor	Expense Category	Account Code	GST \$	Total Amount \$
<b>Total</b>				

**ACCOUNTS RECEIVABLE (DEBTORS) OWED BY YOU AS AT: 31 MARCH 2024 (or attach your printout)**

Name of Debtor	Income Category	Account Code	GST \$	Total Amount \$
<b>Total</b>				

**DEPOSITS RECEIVED IN ADVANCE HELD BY YOU AS AT: 31 MARCH 2024**

Name	Date Received	Amount \$
<b>Total</b>		

**INFORMATION DECLARATION AND AUTHORITY INSTRUCTION**

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance Companies, Inland Revenue Department and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Client Signature    Client Name    Date