
2024 BUSINESS QUESTIONNAIRE

BUSINESS NAME:

E-MAIL ADDRESS:

CONTACT PERSON:

HOME PHONE NO:

MOBILE NO:

ADDRESS:

AUTHORITY AND TERMS OF ENGAGEMENT

I hereby instruct you to prepare my Financial Statements and Tax Return. I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire and to be used in the preparation of my financial statements. 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 my information, and therefore you are not asked to provide any assurance on my financial statements.

I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and 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 also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

You are hereby authorised to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

SIGNED: _____

(Please enter full name if signing and sending electronically, as this is an Inland Revenue requirement)

DATE: _____

Your time and effort in completing this form is much appreciated by the team at Lewthwaite & Associates Limited as it allows us to complete your Financial Statements more efficiently.

DON'T FORGET TO SIGN YOUR QUESTIONNAIRE

Please answer all questions below. If you answer "yes", please then complete the relevant sections on the following pages where applicable. **NOTE:** Covid 19 Related questions on page 3 are to be completed in all cases.

		Yes	No	Sections
1	What Accounting Systems have you used during this financial year?			
	- A complete computerised accounting package (e.g. MYOB)?	<input type="checkbox"/>	<input type="checkbox"/>	1A
	- An online system Xero/MYOB?	<input type="checkbox"/>	<input type="checkbox"/>	1B
	- A manual system or no system?	<input type="checkbox"/>	<input type="checkbox"/>	1C
	- Lewthwaite's process my transactions internally during the year	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you operate a business credit card, and is this linked to your accounting system?	<input type="checkbox"/>	<input type="checkbox"/>	2
3	Did you have any cash or floats on hand at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	3
4	Did the business make any donations?	<input type="checkbox"/>	<input type="checkbox"/>	4
5	Did you incur any entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	5
6	Do you pay Fringe Benefit Tax?	<input type="checkbox"/>	<input type="checkbox"/>	6
7	Are you registered for GST?	<input type="checkbox"/>	<input type="checkbox"/>	7
8	Have you paid business insurances?	<input type="checkbox"/>	<input type="checkbox"/>	8
9	Could you claim a Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	9
10	Did you have any Loans, Hire Purchase or Lease Agreements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	10
11	Do you claim/wish to claim for Motor Vehicle Expenses?	<input type="checkbox"/>	<input type="checkbox"/>	11
12	Do you carry Stock/Inventory or have Work in Progress/Livestock?	<input type="checkbox"/>	<input type="checkbox"/>	12
13	Did you have any Prepayments Made or Income in Advance at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	13
14	Have you purchased or disposed of any Business Assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	14
15	Does any of your expenditure have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	15
16	Did you receive any overseas income or incur overseas expenses?	<input type="checkbox"/>	<input type="checkbox"/>	16
17	Did the Business receive any New Zealand Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	17
18	Do you employ staff/pay wages?	<input type="checkbox"/>	<input type="checkbox"/>	18
19	Did you have any Accounts Payable/Creditors (owed by you) at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	19

- 20 Did you have any Accounts Receivable / Debtors (**owed to you**) at balance date? 20
- 21 Have you received any insurance or EQC payouts? 21
- 22 General – to be completed in all cases. 22
- 23 Tax refunds to be paid into your nominated bank account. 23
- 24 How would you like to receive your tax payment advice notices? **Post** **Email**
If the postal or email address is different from that provided on the front page, please advise.

25 When we commence work on your financial statements, if there are any queries or outstanding information required, please advise if you would prefer that we communicate with you by either email, cell phone or both.

26 Do you want your finalised accounts to be sent to your bank?

If **yes**, please provide the following details:

Bank:

Manager's Name:

Email Address:

27 How would you like to receive your end of year financial accounts? **Emailed electronic copy** **Bound paper copy**



1A COMPUTERISED ACCOUNTING SYSTEMS (not cloud based)

What system are you using?	System	_____
	Version	_____
	Password (if applicable)	_____

Please provide the following records: **Enclosed**

A backup of software as at end of financial year (e-mail, USB drive).

Copies of the following reports printed from your system:

Bank Reconciliations as at Balance Date including copies of bank statements.

1B XERO / MYOB LIVE

Please provide the following: **Enclosed**

Copy/s of all Bank Statements as at balance date.

1C MANUAL / NO SYSTEM

Please provide the following records: **Enclosed**

Your cashbook (if one is kept)

Bank reconciliation as at balance date (if completed)

Bank Statements for the full year

If no cashbook has been kept, please ensure the following:

That bank statements include the exact nature of all deposits and withdrawals.

2 BANK CREDIT CARD

Enclosed

Details of any business expenses paid via a credit card that have not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified.

3 CASH ON HAND

Please provide the following records:

Total sales non banked (cash, eftpos) at balance date were: \$ _____

Total cash floats at balance date were: \$ _____

Total petty cash on hand at balance date was: \$ _____

4 DONATIONS

Enclosed

Please supply copies of all donation receipts

5 ENTERTAINMENT EXPENSES

Generally, only 50% of entertainment costs are tax deductible, with the following **exceptions**:

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

Enclosed

If any of these exceptions apply to your entertainment expenditure, please provide details.

6 FRINGE BENEFIT TAX (FBT)

NOTE: If Lewthwaite & Associates Limited have prepared FBT Returns on your behalf, please ignore this section.

Please provide the following records:

Enclosed

A copy of all FBT returns filed during the financial year.

A copy of any workings supporting the figures on your FBT returns.

7 GOODS & SERVICES TAX (GST)

NOTE: If Lewthwaite & Associates Limited have prepared GST Returns on your behalf or prepared in Xero, please ignore this section.

Please provide the following records:

Enclosed

A copy of all GST returns filed during the financial year

A copy of **all workings** supporting the figures on your GST returns

BE SURE TO INCLUDE THE GST RETURN ENDING BALANCE DATE

8 INSURANCE

Enclosed

Please provide all insurance invoices.

9 HOME OFFICE ALLOWANCE

The annual total of the following expenses is required in order to complete the calculations:

(please do not write same as last year)

Rent (if property not owned)		Interest (on Mortgage)	
Insurance		Body Corporate Fees	
Repairs & Maintenance		Power and Gas	
Rates & Water Rates		Security System (monitoring charges)	

NOTE: If you have supplied details of your house and the area used for business purposes to Lewthwaite & Associates Limited in prior years, and the details have not changed, you do not need to supply the following information.

Total floor area of the house _____ M2

Total floor area used for business purposes _____ M2 Or advise the percentage _____ %

Address for Home Office expenses: _____

10 LOANS, HIRE PURCHASE AND LEASE AGREEMENTS

Please provide the following records:

Enclosed

- a. Copies of any agreements that have been entered into during the financial year.
- b. Details of any agreements repaid or refinanced during the year
- c. Loan balance and interest summary as at balance date provided by your **bank or finance company**

Details as follows:

Lender	Guarantor	Owing at Balance Date	Interest Rate	Term of Loan	Security

Yes No

11 MOTOR VEHICLE EXPENSES - Company

Is/are your vehicle/s used 100% for business?

Is / are your vehicle/s exempt for FBT?

If no:

-for a **Company**, how many days is each vehicle available for private use?

Vehicle

Days

Please enter the number of days in the year where you would have been away from home for more than 24 hours.

Please enter the number of days that the vehicle was not available for your private use i.e. In the panel beaters, in airport car park whilst on holiday.

Kilometre Rate – please enter total kilometres travelled for 1 April 2023 to 31 March 2024 and the estimated business usage of your vehicle.

MOTOR VEHICLE EXPENSES – Sole Trader

- ***for Sole Trader / Partnership**

What is the business use percentage of your vehicle/s?

Vehicle _____ %

Has the business use percentage changed since last year? Yes No

If **yes**, please provide the new percentage _____%

*** The business use percentage of a vehicle must be verifiable by a logbook. A logbook must be kept for a period of 90 consecutive days every three years unless you are paying FBT or the vehicle is classified as exempt from FBT. If you would like us to calculate the business use percentage from your logbook, please enclose it with your records. If you have not kept a logbook for any vehicle which has private use, the maximum deduction is 25% of the expenditure for that vehicle. You should keep appropriate records to support your claim.**

Business use of any private vehicle? (please attach details) _____ km

Comments:

12 STOCK OR WORK IN PROGRESS

If your turnover is less than \$1.3 million per year, a reasonable estimation of trading stock may be made if that stock is less than \$10,000 at year end.

Please provide the following records:

The value of **Stock on Hand** at balance date was:

\$

(Please include a copy of your year-end stock take workings).

(Incl/Excl GST)

(Note: Original cost must be used as the value for all stock items on hand unless an independent valuation has been obtained)

The value of **Work in Progress** at balance date was:

\$

(Note: WIP should be valued at cost of materials used, direct labour plus factory overheads after deducting any progress payments.

(Incl/Excl GST)

Profit margin should not be included).

Please contact us if you are unsure how to value your inventory or work in progress.

13 PREPAYMENTS MADE / INCOME IN ADVANCE

The value of **Prepayments Made** at balance date was:

\$

(Note: this is the balance of any payments made before balance date for goods or services not received or used by balance date).

(Incl/Excl GST)

Please contact us if you are unsure how to value your prepayments made.

The value of **Income in Advance** at balance date was:

\$

(Note: this is the balance of any receipts received before balance date for goods or services not provided by balance date).

(Incl/Excl GST)

Please contact us if you are unsure how to value your prepayments made.

15 PRIVATE USE OF EXPENDITURE

Please give details of all business goods and services used privately, e.g. stock, private tolls. Also, the percentage of private use of phone and power.

Goods taken for own use	\$	_____	
Telephone - Private Tolls	\$	_____	
Telephone - Private Percentage of Rental	\$	_____	_____ %

16 DID YOU RECEIVE ANY OVERSEAS INCOME OR INCUR OVERSEAS EXPENSES? Yes No

Please provide copies of all dividend and interest statements or reports from Portfolio Managers.

If you do not have detailed reports, please provide details of overseas investments bought or sold during the year by completing the table below so we can determine the correct tax treatment even if they do not pay dividends.

				At the beginning of the income tax year. *	
Investment Company's Name	Company's Country of Residence	Purchase Date	Original Cost of Shares of Units	Number of Shares or Units Held	Market Value (if known)

* For March 2024 balance dates, this would be the number of shares or units held and market values as at 1 April 2023.

Please attach details of any other overseas income and expenses. Enclosed

17 INTEREST AND DIVIDENDS

Please provide the following records: Enclosed

- a. A copy of all Dividend and Interest Statements
- b. Copies of reports from Portfolio Managers (if applicable).

18 WAGE RECORDS

Please provide the following records:

a. Your wages book for the year, or

Enclosed

b. Annual summary reports from your computerised payroll system

c. Number of Fulltime Equivalent (FTE) Employee/s

d. Number of working owners.

Please also provide details of any remuneration owing to employees as at balance date (holiday pay, bonuses) and indicate what portion of these amounts were paid, or will be paid, within 63 days of your balance date.

19 ACCOUNTS PAYABLE (CREDITORS)

Amounts owing by you at balance date.

Please provide the following records (i.e. if not in your accounting system):

Enclosed

- a. A Payables Reconciliation Summary as at balance date printed from your accounting system **or**
- b. A detailed list as below.

Name of Creditor	Description of Goods	Total Including GST
TOTALS		

22 GENERAL (TO BE COMPLETED IN ALL CASES)

Please supply the following information:

Enclosed

1. Copies of all ACC invoices.
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000.
3. Details of any **Contingent Liabilities** or future commitments (for example, lease commitments, guarantees provided by the business or a commitment to buy a large capital item).
4. Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust.
5. Details of any business expenses paid from private funds which have not been reimbursed by the business.
6. If trading as a company, were there any changes in shareholding or directorships, including address changes?

If yes, please provide details:

7. Details of any **other matters** which you feel might be relevant in determining the tax position of the business for the financial year.

23 TAXATION REFUNDS

For any 2024 tax refunds to be direct credited to your bank account, please provide your full nominated **New Zealand** bank account details.

Bank Account Number:

Bank Account Name:

Thank you from the Team at
Lewthwaite & Associates Limited!