

Perriam & Partners Ltd

Chartered Accountants & Business Advisors

2018 BUSINESS QUESTIONNAIRE

E-MAIL ADDRESS: CONTACT PERSON: HOME PHONE NO: MOBILE NO: AUTHORITY AND TERMS OF ENGAGEMENT Authority 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. 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 osses, claims or demands by any third person. also accept responsibility for all other records and information supplied to you other than those listed above. 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
CONTACT PERSON: HOME PHONE NO: MOBILE NO: AUTHORITY AND TERMS OF ENGAGEMENT Thereby 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. 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 osses, claims or demands by any third person. also accept responsibility for all other records and information supplied to you other than those listed above. accept responsibility for any failure by me to supply all relevant records and information to you.
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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 Perriams as it allows us to complete your Financial Statements more efficiently.

Please answer all questions below. If "yes" could you please then complete the relevant sections on the following pages where applicable.

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

20	Have you received any insurance or EQC payouts?			20
21	General (to be completed in all cases)			21
22	If receiving a tax refund, would you like it paid directly to your nominated NZ bank account?			22
23	Would you like us to complete benchmarking for your business to compare your business trading performance with the industry average?			23
2.4	When we commence work on your financial statements if there are any queries or outstanding	Е	T	
24	information required please advise if you would prefer that we communicate with you either by e-mail or telephone.			
25	Do find our Newsletters informative?			
	THE FIRST QUESTION WE HAVE AND WHAT MATTERS TO US MOST IS WHAT CAN PERRIAM AND PARTNERS DO TO PROVIDE A BETTER SERVICE TO YOU? PLEASE TAKE THIS OPPORTUNITY TO LET US KNOW.			

1A	COMPUTERISED ACCOUNTING S	SYSTEMS		
	What system are you using?	System		
		Version		
		Password		
	Please provide the following record	ds:		Enclosed
	A backup of software as at end of f	inancial year (e-mail, USB drive).		
	Copies of the following reports prin	nted from your system:		
	Bank Reconciliations as at E	Balance Date including copies of bank	statements.	
1.0	DANIZINIZ IVEDO I NIVOD			
1B	BANKLINK / XERO / MYOB Please provide the following:			Enclosed
	Copy of the Bank Statements as at	31 March 2018		
1C	MANUAL / ELECTRONIC CASHBO	OOK / NO SYSTEM		
	Please provide the following record	ds:		Enclosed
	Your cashbook (if one is kept)			
	Bank reconciliation as at balance d	ate (if completed)		
	Cheque books for the full year (if u	sed)		
	Bank Statements for the full year			
	If no cashbook has been kept, plea That bank statements include the payments, direct debits and eftpos	exact nature of all deposits and wit	thdrawals including al	l cheques, automatic
2	BANK CREDIT CARD			Enclosed
		aid via a credit card that have not be ncluding copies of all credit card sta		
3	CASH ON HAND			
	Please provide the following record	ds:		
	Total sales not banked (cash, cheq	ues, eftpos) at balance date were:	\$	
	Total cash floats at balance date w	ere:	\$	
	Total petty cash on hand at balanc	e 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 except	otions.
	 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 bree 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 	eaks
	If any of these exceptions apply to your entertainment expenditure, please provide details.	Enclosed
6	FRINGE BENEFIT TAX (FBT)	
	NOTE: If Perriam and Partners Ltd have prepared FBT Returns on your behalf, please ignore this Please provide the following records:	section. 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 Perriam and Partners Ltd have prepared GST Returns on your behalf, 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 31 MARCH 2018	
8	INSURANCE Please supply a copy of business insurance invoices providing a breakdown of the prerexpense.	mium/s paid for analysis of
	INSURER	
	NAME OF INSURANCE	
	ANNUAL PREMIUM \$	

9	HOME OFFICE ALLOW	ANCE					
	The annual total of the f	ollowing expenses	are required in order to co	mplete t	he calculations	:	
	(please do not write same as l	last year)					
	Rent (if property not owned)		Interest (on Mortgage))			
	Insurance		Body Corporate Fee	s			
	Repairs & Maintenance		Power and Gas				
	Rates & Water Rates		Security System (monitoring charges)				
		•	se and the area used for busin you do not need to supply the			nd Partners Ltd	in
	Total floor area of the ho	ouse		m2			
	Total floor area used for	business purposes	5	m2	Or advise the	percentage _	%
10	LOANS, HIRE PURCHA	SE AND LEASE AG	GREEMENTS				
	Please provide the follo	wing records:				Enclosed	
	- Copies of any agreen	nents that have be	en entered into during the	financial	year.		
	- Details of any agreen	nents repaid or ref	inanced during the year				
	company.	erest summary as	at balance date provided by	yyour ba	nk or finance		
	- Details as follows:			latoro	at Tawas of		
	Lender	Guarantor	Owing at Balance Date	Intere: Rate	st Term of Loan	Security	

MOTOR VEHICLE EXPENSES			
		Yes	No
Is/are your vehicle/s used 100% for business?			
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, car at airport or on holiday.			
- *for Sole Trader / Partnership , what is the business use percentage of your vehicle/s			
Vehicle			%
classified as exempt from FBT. If you would like us to clog book, please enclose it with your records. If you had private use, the maximum deduction is 25% of the expappropriate records to support your claim. Business use of any private vehicle? (please attach details) Comments:	ave not kept a log book for	any vehi	icle which has

12	STOCK OR WORK IN PROGRESS						
	If your turnover is lestock may be made					ation of trading	
	Please provide the The value of Stock of Please include a co	on Hand at balar	nce date was:	vorkings).			\$ (Incl/Excl GST)
	(<i>Note</i> : 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:					and unless an	
						\$	
	(<i>Note</i> : WIP should be overheads after decincluded) Please contact us if	ducting any prog	ress payments.	Profit ma	argin sho	uld not be	(Incl/Excl GST)
13	ASSETS						
	Please provide the	following record	s:				Enclosed
	- Copies of invoices	for all assets ov	er \$500 in value				П
	- Details of any trade-in details if applicable						П
	Particulars of any fixed assets purchased or sold below						_
	Purchased						
	Description	Purchase Date	Cost Price	How wa asset pa for?		Asset traded if any	Value (inc GST)
	Sold (excluding trade-ins included above)						
	Description	Date	Sale Price (Incl GST)	•	Tick if Scrapped	Where procee	eds banked

14	PRIVATE USE OF EXPENDITURE					
	Please give details of all g private use of phone and		es used privatel		colls. Also the pe	ercentage of
	Goods taken for own use			\$		
	Telephone - Private Tolls		-	\$		_
	Telephone - Private Perce	entage of Rental	-	\$		<u>~</u>
15	DID YOU RECEIVE ANY (OVERSEAS INC		D UNEBSEAS EXDENS	SEC 2	
13	Please provide copies of a					rers.
	ricase provide copies or c	an arriacha ana	merest statem	ents, or reports from	Tortiono manag	,
	Please provide details of investments bought or sold during the year.					
	Please complete the details below if you have overseas investments so we can determine the correct tax					
	treatment even if they do not pay dividends.					
					A table in a street	to a of the to come
	At the beginning of the inco year*					
	Investment Company Name	Company's Country of Residence	Date Purchased	Original Cost Price of Shares of Units	No of Shares or Units held	Market Values (If known)
	* For March 2018 balance April 2017. Please attach details of a				eld and market	values as at 1
16	INTEREST AND DIVIDEN	IDS				
	Please provide the follow	ing records:				Enclosed
	- A copy of all Dividend a	nd Interest State	ements			
	- Copies of reports from F	Portfolio Manage	ers (if applicable	e).		

17	WAGE RECORDS Please provide the following records:		Enclosed	
	- Your wages book for the year, or			
	- Annual summary reports from your computerise	d payroll system		
	- Copies of all IR345 and IR348 PAYE returns			
	- Number of Fulltime Equivalent (FTE) Employees			
	- Number of working owners.			
	Please also provide details of any remuneration ow (holiday pay, bonuses) and indicate what portion owithin 63 days of your balance date.			
18	Amounts owing by you at 31 March 2018 Please provide the following records: - A Payables Reconciliation Summary as at balance date printed from your accounting system or - A detailed list as below:			
	Name of Creditor	Description of Goods	Total Incl GST	
	TOTALS			

19	ACCOUNTS RECEIVABLE (DEBTORS)						
	Amount	s owing to you as at 31 March 2018					
	Please p	rovide the following records:		Enclosed			
		eivables Reconciliation Summary as at bala your accounting system or	nce date printed				
	- A detailed list below						
		Name of Debtor	Descriptio (optio		Total Incl GST		
				-			
	Note: Bad debts must be written off before balance date if you do not consider them to be collectable.						
		rovide value of bad debts written off	e date ii you do not	\$	be collectable.		
20	HAVE Y	OU RECEIVED ANY INSURANCE OR EQC	PAYOUTS?				
				Enclosed			
	Please p	rovide details of insurance claims and settle	ements received.				
21	GENERA	AL (TO BE COMPLETED IN ALL CASES)					
	Please s	upply the following information:					
				Enclosed			
	1. Cop	ies of all ACC invoices.					
		pies of any invoices relating to repairs and n amount incurred exceeds \$500.	naintenance where				
	exa	rails of any Contingent Liabilities or future of mple, lease commitments, guarantees proviness or a commitment to buy a large capital	vided by the				
	bus	rails of the amount of any business income rails account, for example cash taken for pexpenses or income from a partnership or t	rivate use, out of				
		ails of any deposits received from custome supplied at balance date.	rs/clients for goods				

	6.	Details of any business expenses paid from private funds which have not been reimbursed by the business.	
	7.	If trading as a company, were there any changes in shareholding or directorships?	
	8.	Details of any other matters which you feel might be relevant in determining the tax position of the business for the financial year.	
22	If y ful Ba	XATION REFUNDS you would like any 2018 refund direct credited to your bank account I nominated New Zealand bank account details. nk Account Number: nk Account Name:	please provide your
23	Hov ber dec	NCHMARKING w is your business performing relative to its peers? We can access achmarking data that can assist in helping you make those vital isions about your performance and it's potential. ase indicate your interest by a tick in the box	