

## **Perriam & Partners Ltd**

**Chartered Accountants & Business Advisors** 

## **2020 BUSINESS QUESTIONNAIRE**

BUSINESS I	NAME:
E-MAIL AD	DRESS:
CONTACT F	PERSON:
номе рно	DNE NO:
MOBILE NO	):
ADDRESS:	
I hereby ins accuracy and preparation detailed rev	AND TERMS OF ENGAGEMENT  truct you to prepare my Financial Statements and Tax Return. I accept responsibility for the d completeness of the information supplied in this questionnaire and to be used in the of my financial statements. You are not to complete an audit, nor do I wish you to undertake a liew of my affairs in order to substantiate the accuracy of my information, and therefore you are provide any assurance on my financial statements.
accuracy an statements	d your work cannot be relied on to detect error and fraud and that you accept no liability for the d completeness of the information supplied by me. I further understand that the financial will be prepared at my request and for my purposes only and that you will not be liable for any s or demands by any third person.
•	responsibility for all other records and information supplied to you other than those listed above. consibility for any failure by me to supply all relevant records and information to you.
purpose of p	beby authorised to obtain from any third party any records or information you require for the preparing my Financial Statements and Income Tax Returns and accordingly any such third party is o 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, and is this linked to your accounting system?			2
3	Did you have any cash 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	Could you 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/Livestock?			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	Would you like us to complete benchmarking for your business to compare your business trading performance with the industry average?			22
23	Do you find our Newsletters informative?			
2.4	When we commence work on your financial statements if there are any queries or outstanding	E	Т	
24	information required please advise if you would prefer that we communicate with you either by e-mail or telephone.			
		Ε	Р	
25	Would you like to receive your tax payment notices via email or post?			
	If email address is different from the email address supplied on the front page, please specify			
26	Would you prefer to receive our newsletters via email or post?			
	If email address is different from the email address supplied on the front page, please specify			
27	Would you prefer to receive your end of year Financial Statements electronically or a bound copy via post?			
	If email address is different from the email address supplied on the front page, please specify			
	TAXATION REFUNDS  If you are anticipating a tax refund, please provide your full nominated New Zealand be Bank Account Number:	ank acc	count de	tails.
	Bank Account Name:			
	THE FIRST QUESTION WE HAVE AND WHAT MATTERS TO US, IS WHAT CAN PERRIAM AND PARTNERS DO TO PROVIDE A BETTER SERVICE TO YOU? PLEASE TAKE THIS OPPORTUNITY TO LET US KNOW.			

1A	ACCOUNTING SYSTEM (that is <u>not</u> c	loud 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 finan	ncial year (e-mail, USB drive).	
	Copies of the following reports printed	from your system:	
	Bank Reconciliations as at Balance Date	e including copies of bank statements.	
1B	BANKLINK / XERO / MYOB LIVE Please provide the following: Copy of the Bank Statements as at 31 N	March 2020	Enclosed
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 e	_	
	That bank statements include the exac	t nature of all deposits and withdrawals.	
2	· · · · · · · · · · · · · · · · · · ·	via a credit card that have not been analysed t ding copies of all credit card statements for t	·
3	CASH ON HAND		
	Please provide the following records:		
	Total sales not banked (cash and eftpos	s) at balance date were:	
	Total cash floats at balance date were:		
	Total casif floats at balance date were.	\$	

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  - Incidentals at trade 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 Perriam and Partners Ltd 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 you are using an online accounting system that we have access to, e.g. Xero/MYOB, we do not require the continuous of the continuous that the contin	re anything further.
	OR, 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 2020	
8	INSURANCE Please supply a copy of business insurance invoices providing a breakdown of the premium, expense.	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 1	the 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 <u>area used for busing</u> You do not need to supply the j			nd Partners Ltd in	1
	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	y your <b>b</b> a	ank or finance		
	- Details as follows:			Intere	est Term of		
	Lender	Guarantor	Owing at Balance Date	Rate		Security	
						•	

MOTOR VEHICLE EXPENSES - Company			
		Yes	No
Is/are your vehicle/s used 100% for business?			
If no: -for a <b>Company</b> , 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.			
Kilometre Rate – please enter total kilometres travelled			
MOTOR VEHICLE EXPENSES – Sole Trader			
- *for <b>Sole Trader / Partnership</b> What is the business use percentage of your vehicle/s?			
Vehicle		%	
Has the business use percentage changed since last year?		Yes	No
If yes, provide the new percentage		%	
* The business use percentage of a vehicle must be verifiable	by a log book. A log	book must be ke	pt for a peri
of 90 consecutive days every three years unless you are paying If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your
If you would like us to calculate the business use percentage f records. If you have not kept a log book for any vehicle which the expenditure for that vehicle. You should keep appropriate Business use of any private vehicle? (please attach details)	g FBT or the vehicle is rom your log book, p has private use, the	s classified as exe lease enclose it v maximum deduc our claim.	with your

12	STOCK OR WOR	K IN PROGRES	SS				
	If your turnover is stock may be mad					on of trading	
	Please provide th	k on Hand at ba	alance date was				\$
	(Please include a	copy of your ye	ear end stock ta	ike workings).			
	( <i>Note</i> : Original coindependent valu			for all stock ite	ems on han	d unless an	(please select one)
	The value of Wor	k in Progress at	balance date	was:			\$
	( <i>Note</i> : WIP should overheads after d included) Please contact us	leducting any p	rogress payme	nts. Profit ma	rgin should	d not be	(please select one)
13	ASSETS						
	Please provide th	e following rec	ords:				Enclosed
	- Copies of invoice	es for all assets	over \$500 in v	alue			П
	- Details of any tr	ade-in details i	fapplicable				
	Particulars of any	fixed assets pu	ırchased or solo	d:			
	Purchased						
	Description	Purchase Date	Cost Price	Hire Purchase/L Loan/Cash	-	Asset traded if any	Value (inc GST)
		If purcha	l ased on finance	, please provi	de a copy c	f the agreeme	nt.
	Sold (excluding t		-		Tick if	NAME	. de les el est
	Description	Date	Sale Price (Incl GST)		Scrapped	Where procee	еаѕ рапкеа

14	PRIVATE USE OF EXPEN	DITURE				
	Please give details of all boof private use of phone a	_	nd services use		, private tolls. A	lso the percentage
	Goods taken for own use			\$		
	Telephone - Private Tolls		•	\$		_
	Telephone - Private Perce	entage of Rental		\$		 % 
15	DID YOU RECEIVE ANY	OVERSEAS INC	OME OR INCUI	R OVERSEAS EXPENS	SES?	
	Please provide copies of a	all dividend and	interest statem	ents, or reports from	Portfolio Manag	gers.
	Please provide details of	investments bou	ught or sold dur	ing the year.		
	Please complete the deta treatment even if they do			nvestments so we car	n determine the	correct tax
						ing of the income
	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 2020 balance April 2019. 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 have this.	Portfolio Manag	ers (if applicable	e) or provide an electr	onic copy if you	

17	WAGE RECORDS  NOTE: If we have access to your online payroll software,  Please provide the following records:	we do not require anything further.	Enclosed
	- Your wages book for the year, or		
	- Annual summary reports from your computerised	d payroll system	
	- Number of Fulltime Equivalent (FTE) Employees		
	- Number of working owners.		
18	ACCOUNTS PAYABLE (CREDITORS)  NOTE: If you are using an online accounting system that Amounts owing by you at 31 March 2020  Please provide the following records:	we have access to, we do not require anythir Enclosed	ng further.
	<ul> <li>A Payables Reconciliation Summary as at balanc your accounting system or</li> <li>A detailed list as below:</li> <li>Name of Creditor</li> </ul>	e date printed from  Description of Goods	Total Incl GST
	TOTALS	1	

19		COUNTS RECEIVABLE (DEBTORS)			C 11
		TE: If you are using an online accounting system that	we have access to, we	do not require anythir	ng further.
		ounts owing to you as at 31 March 2020			
	Ple	ase provide the following records:		Enclosed	
		A Receivables Reconciliation Summary as at bala from your accounting system <b>or</b>	nce date printed		
	- /	A detailed list below			
		Name of Debtor	Descriptio		Total Incl GST
	TO	TALS:			
		te: Bad debts must be written off before balance	so data if you do not	consider them to h	o collectable
		ase provide value of bad debts written off	e date ii you do not	\$	e conectable.
		·			
20	HA	VE YOU RECEIVED ANY INSURANCE OR EQC	PAYOUTS?		
				Enclosed	
	Dla	aca provide details of insurance claims and cottl	amants received		
	Pie	ase provide details of insurance claims and settle	ements received.		
21	GF	NERAL (TO BE COMPLETED IN ALL CASES)			
	0_				
	Ple	ase supply the following information:			
				Enclosed	
	2.	Copies of any invoices relating to repairs and n	naintenance where	П	
		the amount incurred exceeds \$500.		_	
	3.	Details of any <b>Contingent Liabilities</b> or future of	commitments (for		
		example, lease commitments, guarantees prov	vided by the		
		business or a commitment to buy a large capit	al item).		
	4.	Details of the amount of any business income	not hanked into the		
	٦.	business account, for example cash taken for p		П	
		till expenses or income from a partnership or t		_	
	_				
	5.	Details of any deposits received from custome not 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 <b>other matters</b> which you feel might be relevant in determining the tax position of the business for the financial year.	
22	DEN	NCHMARKING	
22	BEN	NCHMARKING	
22	Hov ben	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.	