JDW Chartered Accountants Limited Business Information Questionnaire For the 2023 Year



	Client Name:		
	Date sent:		
		_	
1	Basic Information:		
	Convenient time to call you is:		
	When do you want your accounts completed by?		
	Has the nature of your business changed in any way during the past 12 months'	? If yes, please prov	ide brief details:
	Please advise us of any changes in name, address, contact phone numbers or en	nail address:	
	Please answer all questions on the Questionnaire and provide all information re	•	
	your accounting records. This will ensure that your returns are prepared by us a question does not apply to your situation, mark N/A on the question.	is quickly as possible	e. II a
2	Cash On Hand	\$	Date banked
	Cash on Hand, including unbanked sales		
	Petty cash		
	Till floats / cash floats		
3	Bank Accounts		
3a	If you are using accounting software or reconciled cashbooks:		Tick or Y if attached
	Copy of bank reconciliation as at balance date for all bank accounts		
	Final bank statement / loan statement / credit card statement showing the year	end balance for ea	ch account.
3b	If you are NOT using accounting software or reconciled cashbooks:		Tick if attached
	All bank statements / loan statements / credit card statements for the year		
	Cheque butts, receipt books, deposit books. Clearly marked, so we can distinguidrawings, sales or owner funds	sh expense or	
	(Account)	-	
	(Account)	-	
	(Account)	-	
	(Account)	_	
	Please only answer 4, 5 or 6 if relevant to you.		
4	Cashbooks and Income/Expense Summaries		
	All cashbooks for the year, or Income and Expense summaries		

5	Desktop Accounting Software		
	Backup file of your MYOB or other accounting ledger		
	This can be uploaded to Sharepoint or Dropbox rather than emailed.		
6	Online Accounting Software If we don't already have access to your ledger, please invite us as an Adviser, or Password below	provide a User nam	e and
7	Accounts Passivable / Debtars / Customer balances		
,	Accounts Receivable / Debtors / Customer balances Attach a list of names and balances owing (incl GST) at year end if not included i	n coftware	
	Write off any bad debts before balance date. List them	ς ς	
	Are any debts doubtful? List them	÷	
8	Prepaid Expenses	,	l
Ŭ	Attach a list of names, amounts paid (incl GST) and number of months prepaid		
9	Stock / Inventory		
	What is the total value of stock (excl GST) at balance date? Attach a list.	\$	
	Which method did you use for valuing stock?	Cost / Net Realisab	le / Market
	What is the total value of work in progress (excl GST) at balance date?	\$	
	Include labour and overheads in your calculation.		
	What is the value of stock removed from the business for private use?	\$	
	What is the value of goods in transit (ordered but not received)?	\$	
	Have the goods in transit been paid for? Included in your creditors list?		
10	Property, Plant & Equipment		
	Attach invoices for PPE costing over \$1,000 (excl GST) during the year, if not sho	wn already	
	Include finance agreements, details of payment if not paid through business bar	ık.	
	Review last year's depreciation schedule. Which items have been sold, traded in	, scrapped?	
	For properties, please include legal settlement statement, sale & purchase agree	ements	
	Provide details of sales or trade ins if not shown in the business bank account.		
11	Goodwill and Other Intangibles		
	Provide details of businesses purchased during the year, including legal settlement	ents	
	If a part of your business has ceased or declined, let us know so we can conside	rimpairment	
12	Investments		-
-	List investments bought and sold during the year		
	Provide a schedule of investments, showing quantity, cost and market value at y	ear end	
13	Accounts Payable / Creditors / Supplier balances		
	Attach a list of names and balances owed by you (incl GST) at year end if not in	software	

14	Revenue in	Advance		
	Attach bulk	funding invoices or a list of customer deposits (incl GST)		
15	GST Returns			
	If you have o	completed GST returns yourself, provide GST workings		
16	Loans, Finan	ce Leases and Hire Purchases		
	Provide a scl	nedule of loans, leases and HPs, listing amounts due, interest rates,		
	security and	guarantees, repayment terms, covenants		
17	Operating Lo	eases		
	List all non-c	ancellable operating lease agreements as at year end		
	Rental amou	nts, repayment terms		
18	Contingent I	iabilities & Subsequent Events		
	Are there an	y events which may give rise to a liability in future? E.g. law suit.		
	Are there an	y major events since year end which we should disclose? E.g. busine	ess sale	
				_
19	Investment	Income		
	Interest and	dividend certificates received during the year		
20	Entertainme	ent		
	Deductibility	of business entertainment is restricted to 50% of amounts incurred	l.	
	Have you alr	eady adjusted your GST claim for entertainment?	Yes / No	
21	Vehicle Expe	enses		
	For private v	ehicle used for business, please advise business kms travelled in year	ar	
		Vehicle make	Kms	_
	For business	vehicles, either a private use apportionment or fringe benefit tax (F	BT) will apply.	
	Private use:	Logbook kept for 3 months, every three years	Business %	
		Vehicle make		_
		Vehicle make		
	FBT:	Copies of workings if prepared by you		
22	Payroll / Wa	nges		
	If you emplo	y staff, How much holiday pay owing at balance date?		
	How much h	olidays paid within 63 days after balance date?		_
22	Business Exp	penses Paid Personally or From Sales		
	List any out-	of-pocket expenses which have not been reimbursed by the busines	S	
	List any expe	enses which have been paid from business takings before they were	banked	

23	Home Office / Workshop Allowance		
	If you use part of your home for business purposes please advise details		
	Area of Total House		_
	Area of Office / Workshop / Storage		_
	Home Expenses:		
	Interest	\$	_
	Rent	\$	_
	Rates	\$	_
	Water Rates	\$	_
	Insurance	\$	_
	Power & Gas	\$	_
	Repairs & Maintenance	\$	_
	Other e.g. Body Corporate	\$	_
	Telephone - landline	\$	_
	Internet	\$	_
24	Insurances		
	Have you made a claim for severe weather damage (January floods, Cyclone	Gabrielle)?	
	Please send us details of claim settlements, and clearly identify costs for repa	air or replacement,	
	regardless of whether incurred before or after balance date.		
	Have you reviewed the adequacy of your business insurances this year?		
	Fire & general, public liability, cyber, professional indemnity, business interru	uption, ACC coverplus	
25	Trust overseas beneficiaries		
	If this entity is a trust, list the names, birthdates and country of residence of	any beneficiaries	
	or potential beneficiaries living overseas		
			_
			_
26	Trust Review		
	Trust law is changing from 1 February 2021, requiring more disclosures to po	tential beneficiaries.	
	Would you like us to review your trust with you?	Yes / No	
27	Covid-19 Support		
	Did you draw down the Small Business Cashflow Loan (SBCF) from IRD?	Yes / No	
	If you did not bank the funds above in your business bank account, please ac	lvise the date, \$ amou	nt
	and the bank account used. Note the SBCF is available until December 2023.		

28	Severe Weather Grants	,	
	Did you receive a cash grant from your bank?	Yes / No	
	Did you receive a Back to Work grant from your regional business	Yes / No	
	network eg. Auckland Business Chamber?		
	Any other grants because of severe weather? (provide details)	Yes / No	
	If you did not bank the funds above in your business bank account, please advise	e the date, \$ amount	t
	and the bank account used.		
	Were you impacted by severe weather and want us to ask IRD	Yes / No	
	for instalment terms or hardship relief?		

Declaration

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is 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 can not 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.

Client Name:	
Signed	

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Client Name:		
	Receivable / Debtors / Customer balances	

Date	Customer	Gross Sales	GST	Code

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Client Name:	
	Accounts Payable / Creditors / Supplier balances

Date	Supplier	Gross Expense	GST	Code
	Inland Revenue - PAYE		N/A	
	Holiday Pay accrual - paid within 63 days of balance date		N/A	
	Holiday Pay accrual - not paid, or paid after 63 days		N/A	