

Business Questionnaire – 1 April 2025 to 31 March 2026

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:		Email:	

To: Toni Walker Limited

Terms of Engagement

I hereby instruct you Toni Walker Limited and staff as applicable to prepare my Financial Statements and Taxation Returns for the year ending 31 March 2026. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by me. 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 in the fulfilling of any statutory audit requirements. I understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my attention.

I understand that the Financial Statements and Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than me, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I signed when I became a client.

Authority is given to obtain information from Inland Revenue, ACC and other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any other taxation return on behalf of myself or any of my associated entities.

Signature:	Date:
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Records Required	✓	Comment
Bank Statements, Cash books, etc		
Where an online accounting system is used (e.g. Xero / MYOB), please provide: <ul style="list-style-type: none"> ▪ Final bank statement for the year for all bank accounts 	<input type="checkbox"/>	
Where a Cashbook (computerised / manual) or no system is used, please provide: <ul style="list-style-type: none"> ▪ Cashbook (if one is kept) ▪ Bank statements for the full year for all bank accounts 	<input type="checkbox"/>	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Please supply copies of Goods & Services Tax (GST) returns and work papers.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors)		
All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Accounts Payable (Creditors)		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Cash on Hand		
Cash on Hand \$ _____ Date banked __/__/__ Petty Cash \$ _____ Till Floats/Cash Floats \$ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Private Use																																					
Value of goods taken for private use at their cost price.	<input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>																																				
Expenses paid in Cash or from Personal Funds																																					
Please provide a list if applicable.	<input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>																																				
Motor Vehicles	Home Office Expenses																																				
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description:</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Business</td> <td style="width: 15%;">_____</td> <td style="width: 15%;">km</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Total</td> <td>_____</td> <td>km</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage Business</td> <td>_____</td> <td></td> <td>%</td> <td></td> <td></td> </tr> </table> <p>Vehicle Description:</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Business</td> <td style="width: 15%;">_____</td> <td style="width: 15%;">km</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Total</td> <td>_____</td> <td>km</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage Business</td> <td>_____</td> <td></td> <td>%</td> <td></td> <td></td> </tr> </table> <p>Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.</p>	Business	_____	km				Total	_____	km				Percentage Business	_____		%			Business	_____	km				Total	_____	km				Percentage Business	_____		%			<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business: _____ m²</p> <p>Total Area of House & Workshop: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____ (including regional council rates)</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p>
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Percentage Business	_____		%																																		

**Thank you for completing this questionnaire –
 don't forget to sign it**