Business Questionnaire – 2011

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Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Mobile:	
Email		Fax:	

To: CooperAitken Ltd

Terms of Engagement

I/We hereby instruct you to prepare our Taxation Returns & Financial Statements for the 2011 year. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We give you full authority to contact any organisation, via telephone, writing or Internet access, including banks, solicitors, the Inland Revenue Department (IRD), the Accident Compensation Corporation (ACC) and all other government agencies for the purposes of obtaining information necessary to complete the Financial Statements/Tax return(s). I/We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I/we give full authority for this statement to be used as written confirmation of my/our agreement to your obtaining from any organisation for the above mentioned purposes.

- I/We give you full authority to access and change information from the IRD for all tax types; this may be via telephone, in writing, internet access or info express.
- I/We give you full authority to access and change information from the ACC through ACC Online and/or directly with ACC staff.

Financial Statements prepared by you will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

SIGN HERE

Signature ______________________ Date ______________

Convenient time to call you is: and/or alternative phone number to above is:	

Would you like us to supply a copy to your bank? Yes ☐ No ☐ (Tick One)

Please advise contact person & branch ______________________

Email address for Bank copy ______________________

Has the nature of your business changed in any way during the past 12 months?
If yes, please provide brief details:

Name -

Records Required - Business		**Comment**
Bank Statements, Cheque butts, Cash books, etc		
Please supply Bank statements for the 12 months ending balance date and one month after for all accounts and loans. It is still important for clients using the BankLink system to supply a copy of the statements to confirm balances. ▪ Computerised accounting package - include computerised general ledger or cash book, trial balance and backup (if unsure please contact the office). ▪ Cheque & Deposit butts showing the nature of each payment. ▪ Receipt books (make sure any items not for business sales are clearly marked). ▪ Suppliers invoices filed in cheque number order. ▪ Details of unpresented cheques.	☐ ☐ ☐ ☐ ☐ ☐	
Credit Cards		
Did you incur any business expenditure on credit card? **If yes,** please supply the statements indicating clearly which is business expenditure.	☐	
Employers – Wages paid to Employees		
Please send wage book as well as a month by month summary of Gross Wages and PAYE deductions as returned to the IRD including all relevant information of any non taxable allowances or other deductions. Holiday pay or bonuses paid within 63 days of your balance date may be included.	☐ ☐	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	☐	
Goods & Services Tax (GST) Returns		
If you do your own GST please supply copies of Goods & Services Tax (GST) Returns and **all work papers**.	☐	
Interest / Dividend Certificates		
Supply copies of all certificates or details of interest received.	☐	
Accounts Receivable (Debtors) – see attached Schedule 2		
All accounts or amounts owing to you at balance date should be scheduled but **exclude** any, which you are reasonably sure, won't be paid. Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note.	☐	Total at Balance Date: $ ____________________ **GST Included** ☐ **Excluded** ☐
Accounts Payable (Creditors) – see attached Schedule 3		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included.	☐	Total at Balance Date: $ ____________________ **GST Included** ☐ **Excluded** ☐
Cash on Hand		
Cash on Hand $__________ Date banked __/__/__ Petty Cash $__________ Till Floats/Cash Floats $__________ (Include cash sales prior to balance date but not banked until after balance date)	☐ ☐ ☐	

Name -		
Records Required - Business		**Comment**
If this entity also completes tax returns for related parties (such as children/shareholders/beneficiaries) it is important that the following information is also provided for them.		
Stock on Hand / Work in Progress		
If your stock is below $10,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts		
Stock Adequate records of the physical stock count and adjustments were completed and retained.	☐	Valued at lower of: Cost ☐ net realisable value ☐ market value ☐ $__________ **GST Included ☐ Excluded ☐**
Work In Progress Listing of all work that has accumulated on jobs but not yet charged at labour plus material cost.	☐	$__________ **GST Included ☐ Excluded ☐**
Prepayments received	☐	$__________ **GST Included ☐ Excluded ☐**
Capital Expenditure		
Attach details (preferably invoices) of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: • Hire Purchase or loan agreements • Lease agreements • Solicitor and legal statements • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoice If applicable a copy of last year's Asset and Depreciation Schedule is attached for your information.	☐ ☐ ☐ ☐ ☐ ☐ ☐	
Transactions Not Through Business		
All sales were banked into my business trading bank account? Yes ☐ No ☐ If No, amounts not banked to my business accounts were applied:		Personal $________ Business $________ Other bank accounts $________
Insurance & ACC		
Please attach copies of all insurance and ACC documents showing amounts paid in each category.	☐	
Legal Documents		
Please attach any solicitor's statements relating to any legal transactions during the year. Please also include Statements & Agreements relating to any mortgages, hire purchase, leases or loans.	☐	
Private Use		
Value of goods taken for private use at their **cost** price	☐	$__________ **GST Included ☐ Excluded ☐**
Expenses paid in Cash or Personal Funds		
Please provide a list if applicable. Example would be petrol, stamps, freight, etc.	☐	

Name -

Motor Vehicle (owned by the Business)

The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:

Vehicle Description ______________________________

Business	______	km
Total	______	km
Percentage Business	______	%

Vehicle Description ______________________________

Business	______	km
Total	______	km
Percentage Business	______	%

Please note that a log book must be completed for a three month period every three years.

Private Vehicles Used for Business

Please advise

Make ______________________________

Model ______________________________

Engine size ______________________________

Number of km's used for business ________________

Home Office Expenses

Where you use part of your home/garage solely for business purposes please supply to following

Power		$________
Insurance		$________
Interest (House Mortgage)		$________
Rates		$________
Repairs & Maintenance		$________
Rent		$________
Total		$________
Business Area	________	sq m
Total Area	________	sq m

Name -

Information required for individual Tax Returns.

Records Required - Individual		**Comments**
Wages/New Zealand Superannuation/Benefits		
Please provide us with the names of people you have received the following from: • Wages • ACC Payments • New Zealand Superannuation • Any other benefits or pensions (including overseas pension) • How many weeks of the year were you in paid employment for of at least 20 hours per week? • Did you receive a redundancy payment? In most cases IRD will have sent us these details direct; however we do need to check all details have been included.	☐ ☐ ☐ ☐ ☐ ☐	
Interest and Dividends		
Please supply the advice slips. • For interest there will be an annual advice notice showing the withholding tax deducted. • If any dividends are taken as bonus shares include these advice slips also. • Any interest received with no residual withholding tax deducted. • Please include all Investment Portfolio Reports	☐ ☐ ☐	
Rents		
Please supply details of rents received. Also include expenses paid on your rented property such as: • Interest • Rates • Insurance • Repairs & Maintenance • Capital transactions (including details of any property brought/sold)	☐ ☐ ☐ ☐ ☐ ☐	
Partnerships, Trusts, Estates and Companies (only if not completed by CooperAitken Ltd)		
Please supply a copy of completed annual accounts and tax returns for the current year.	☐	
Overseas		
Also include overseas interest, dividends, and employment and taxation paid. **Note:** New Zealand residents are liable for tax on all world-wide income.	☐	
Claimable Expenses		
Attach details: • Investment Management fees paid. • Income Replacement Insurance Policy – provide details of premiums and claims.	☐ ☐	
Donations, Housekeeping and Childcare Tax Rebates		
• Have you any rebates to claim?		Yes ☐ No ☐
• If Yes, have you sent your rebate claim form to Inland Revenue?		Yes ☐ No ☐
• Do you want us to complete your rebate claim form?		Yes ☐ No ☐

Name -

Family Assistance and Parental Tax Credit

Please supply full names and birth dates of all children. Note the following: ☐

- If you had a child born within the current financial year you may be eligible for the Parental Tax Credit, please attach a copy of their Inland Revenue Department number. ☐
- Where a child has become financially independent during the current financial year, please advise the start date of employment. ☐
- If you have received Family Assistance during the year, please supply the certificate issued to you by Inland Revenue Department. ☐
- Also provide details of any maintenance received or paid through the Inland Revenue Department or an ex partner. ☐
- If family circumstances changed during the year e.g. custody arrangements/ separation please supply detail. ☐

Child's Name	IRD No.	Date of Birth	Date left School

Any Other Information

Please provide any other details that will assist us in completing your returns

Schedule 2 – Accounts Receivable (Debtors)

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Amounts owing to you at balance date

Client Name	

Name of Debtor	If applicable Invoice #	Description of Sale	If applicable BankLink Code	Amount GST Included ☐ Excluded ☐

Totals	

Schedule 3 – Accounts Payable (Creditors) **O2**

Amounts owing by you at your balance date

Client Name	

Name of Creditor	Description of Goods	If applicable BankLink Code	Amount GST Included ☐ Excluded ☐

Totals	