

Business Questionnaire – 2020

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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 2020 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, in writing or via internet access, including banks, solicitors, dairy companies the Inland Revenue Department (IRD), the Accident Compensation Corporation (ACC), the Companies Office 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 information 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, via internet access or info express.
- Access and change information through My ACC for Business and/or directly with ACC staff;
- Maintain the company records and details on the Companies Office website.
- Verify financial information held by other parties.
- This also relates to any prior financial years.

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."

Signature _____



Date _____

Convenient time to call you is: and/or alternative phone number to above is:	
Would you like us to supply a copy of financial statements to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (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 or in the next 12 months? If yes, please provide brief details at end of questionnaire:	

Client Name	
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Year-end checklist (to be completed on balance date)		
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Accounts Receivable (Debtors) – see attached Schedule 1		
<p>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.</p> <p>Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note which is evidence of the bad debt being written off.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>

Accounts Payable (Creditors) – see attached Schedule 2		
<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the expense 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.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>

Cash on Hand at balance date		
<p>Cash on Hand \$ _____ Date banked ___/___/___</p> <p>Petty Cash \$ _____</p> <p>Till Floats/Cash Floats \$ _____</p> <p>(Include cash sales prior to balance date but not banked until after balance date)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Stock on Hand / Work in Progress / Consumables		
<p>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</p> <p>Stock Adequate records of the physical stock count and adjustments must be completed and retained.</p> <p>Work In Progress Please provide details of work that has accumulated on jobs but not yet charged at labour plus material cost.</p> <p>Please provide details of prepayments received, if any</p> <p>If you have consumable supplies in excess of \$58,000 at balance date, please list total cost. \$ _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Valued at lower of:</p> <p>Cost <input type="checkbox"/></p> <p>Realisable value <input type="checkbox"/></p> <p>Market value <input type="checkbox"/></p> <p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>

Motor Vehicles (used in the Business)		
Please record the vehicle mileage as at balance date for any vehicles used in the business		
Vehicle Description _____		
Mileage _____ km		
Vehicle Description _____		
Mileage _____ km		
Vehicle Description _____		
Mileage _____ km		
Vehicle Description _____		
Mileage _____ km		

Business Checklist 2020 – Non GST Clients

Client Name	
Balance Date	

Records Required - Business		Comment
Bank Statements, Cheque butts, Cash books, etc		
Please supply Bank statements for the 12 months ending _____ 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.	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ 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 unrepresented cheques. ▪ Loan statements 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Credit Cards		
Did you incur any business expenditure on credit card? <u>If yes,</u> please supply the statements and invoices indicating clearly which is business expenditure.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Holiday pay or bonuses paid within 63 days of your balance date may need to be included.	<input type="checkbox"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
If you do your own GST please supply copies of Goods & Services Tax (GST) Returns and <u>all work papers</u> .	<input type="checkbox"/>	
Interest / Dividend Certificates		
Supply copies of all certificates or details of interest and dividends received, INCLUDING Investment Portfolio reports.	<input type="checkbox"/>	
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:	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Hire Purchase or loan agreements • Lease agreements • Solicitor and legal statements • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoice 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Transactions Not Through Business														
<p>Were all sales banked into the business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please provide details of any amount not banked into business account:</p>		<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Personal</td> <td style="text-align: right; padding: 2px;">\$ _____</td> </tr> <tr> <td style="padding: 2px;">Business</td> <td style="text-align: right; padding: 2px;">\$ _____</td> </tr> <tr> <td style="padding: 2px;">Other bank accounts</td> <td style="text-align: right; padding: 2px;">\$ _____</td> </tr> </table>	Personal	\$ _____	Business	\$ _____	Other bank accounts	\$ _____						
Personal	\$ _____													
Business	\$ _____													
Other bank accounts	\$ _____													
Insurance & ACC														
Please attach copies of all insurance and ACC documents.	<input type="checkbox"/>													
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.	<input type="checkbox"/>													
Private Use														
Please provide details of goods taken for private use.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>												
Expenses paid from Personal Funds														
Please provide a list if applicable. Examples: petrol, stamps, freight, etc.	<input type="checkbox"/>													
Motor Vehicle (owned by the Business)														
<p>The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:</p>														
<p>Vehicle Description _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Business</td> <td style="width: 15%; text-align: center;">_____</td> <td style="width: 15%;">km</td> <td style="width: 55%;"></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td>km</td> <td></td> </tr> <tr> <td>Percentage Business</td> <td style="text-align: center;">_____</td> <td>%</td> <td></td> </tr> </table>			Business	_____	km		Total	_____	km		Percentage Business	_____	%	
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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 the following

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

Any Other Information

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

Mixed Use Holiday Home		
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, provide details of property: _____ _____		
Was the property empty for 62 days in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please complete the following section so we can determine the amount of allowable deductions.		<input type="checkbox"/>
<u>Mixed Use Holiday Home – Information Required</u>		
The number of days the property was empty during the income year _____		
The number of days the asset was used by family or associated persons* during the income year _____ OR where income from any person received was less than 80% of market rate _____		
* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property		
If there is more than one tenant who used the property through the year, please attach details.		<input type="checkbox"/>
Name of tenant: _____		
Relationship to owner (if any): _____		
Amount of rent they paid: \$ _____		
Dates rented (From: To) _____		
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):		
Cost of advertising for tenants	\$ _____	
Cost of repairing damages caused by tenants	\$ _____	
Number of days spent in the property while repairing damages caused by tenants	_____	
Mortgage interest	\$ _____	
Rates	\$ _____	
Insurance	\$ _____	
Repairs/maintenance for general wear and tear	\$ _____	
Other (please give details) : _____		
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 for any entity you have an Investment in.	<input type="checkbox"/>	
Overseas		
Also include overseas interest, dividends, and employment and taxation paid. Note: New Zealand residents are liable for tax on all world-wide income.	<input type="checkbox"/>	
Please advise if you own any OM-IP shares.		
Claimable Expenses		
Attach details: • Income Protection Insurance Policy – provide details of premiums and claims.	<input type="checkbox"/>	
Donations Rebates		
• Have you any rebates to claim?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
• If Yes, have you sent your rebate claim form to Inland Revenue?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Do you want us to complete your rebate claim form?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Please supply all donation receipts	<input type="checkbox"/>	

