



**TAX EXPERTS LIMITED**

**CHARTERED ACCOUNTANTS**

## **BUSINESS QUESTIONNAIRE FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

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### **Business Details**

#### **Business Activity**

Business Name

Year End Date 01 April 2024 - 31 March 2025

IRD Number

**Contact Details – to ensure we have up to date records, please complete the following**

**Preferred contact method**

Business Phone

☐

Home Phone

☐

Cell

☐

Email

☐

Business Postal Address

Business Street Address

Home Address

Signature

Name

Date

# Information for Preparing your Annual Accounts

## 01<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

These questionnaires are extremely important. Our compilation of your accounts and tax returns is only based on the information that you provide and hence please provide as much details as you can.

Record	Record Required		Comment
1.	<p>Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Bank statements including any savings account or term deposit</li> <li>▪ Mark the Bank Statements showing the nature of each payment/deposit</li> <li>▪ Make sure any items not for business sales are clearly marked</li> </ul> <p>Where you supply a <b>written Cashbook</b>, please provide and <b>include one month past</b> balance date:</p> <ul style="list-style-type: none"> <li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly</li> <li>▪ Bank statements including any savings account or term deposit</li> <li style="padding-left: 20px;">Cheque &amp; Deposit butts showing the nature of each payment/deposit</li> </ul> <p>Where you supply a <b>computerised Cashbook</b>, please provide:</p> <ul style="list-style-type: none"> <li>▪ Email files to us</li> <li>▪ Copy of Bank Reconciliation as at balance date for all bank accounts</li> <li>▪ Final Bank Statement for year for all bank accounts</li> <li>▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>		
	<b>Accounts Receivable – Amounts owing to you</b>		
2.	<p>All accounts or amounts owing to you at balance date should be included. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.(Attach schedule if required)</p>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> </div>	<p>Total at Balance Date</p> <p>\$ _____</p> <p><b>(GST Included/Excluded)</b></p>
	<b>Accounts Payable – Amounts owing by you</b>		
3.	<p>All accounts or amounts owing by you at balance date should be included indicating name of creditor, amount and what the debt is for. (Attach schedule if required). Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> </div>	<p>Total at Balance Date</p> <p>\$ _____</p> <p><b>(GST Included/Excluded)</b></p>
	<b>Stock on Hand</b>		
4.	<p><b>Stock</b></p> <p>Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p> <p>Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</p>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> </div>	<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>• Cost -</li> <li>• Net Realisable Value -</li> <li>• Market Value -</li> </ul> <p>\$ _____</p> <p><b>(GST Included/Excluded)</b></p>

	<b>Work in Progress</b> Include material costs, labour costs and overhead costs.	<input type="checkbox"/> \$ _____ (GST Included/Excluded)															
	<b>Prepayments received</b>	<input type="checkbox"/> \$ _____ (GST Included/Excluded)															
	<b>Goods and Services Tax (GST)</b>																
5.	Provide copies of all GST returns for the year, along with your workings.	<input type="checkbox"/>															
	<b>Fringe Benefit Tax (FBT)</b>																
6.	Provide copies of all FBT returns for the year, along with your workings.	<input type="checkbox"/>															
	<b>Employers – Wages paid to Employees</b>																
7.	Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the Inland Revenue. <b>OR</b> Send a copy of your Employer Monthly Deduction Schedule (IR348).	<input type="checkbox"/> <input type="checkbox"/>															
	<b>Loan Statements</b>																
8.	Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>															
	<b>Interest and Dividend Certificates</b>																
9.	Provide full details of: 1. All funds placed on deposit. 2. Loans made by the business during the year. 3. Resident withholding Tax (RWT) certificates of interest received. If none have been provided by your bank please request a copy from them. 4. Any government stock or local body debenture or bonds. 5. Dividends received including dividends from power companies. 6. Any funds in portfolio investments entities (PIE's) and the prescribed investor rate (PIR) used. Do you have any income to declare from Crypto Currency/Share Trading or any wage subsidy received.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>															
	<b>Cash on Hand</b>																
10.	*Cash on Hand \$ _____ Date Banked ____ _ Petty Cash \$ _____ Till/Cash Floats \$ _____ *(Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>															
	<b>Property, Plant and Equipment</b>																
11.	1. Assets purchased during the year - please provide copies of invoices, GST inclusive cost, date of acquisition and attach details of any trade-in. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Date</th> <th>Asset Purchased</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> 2. For purchase of property provide: <ul style="list-style-type: none"> <li>Sale &amp; Purchase Agreement</li> <li>Solicitor Settlement Statement</li> <li>Valuation Report</li> <li>Details of any loan statements</li> </ul>	Date	Asset Purchased	Amount													<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date	Asset Purchased	Amount															



	Motor Vehicle	Home and Office																																										
16.	<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <table border="1"> <tr> <td>Vehicle Description</td> <td colspan="2"></td> </tr> <tr> <td>Business Portion</td> <td>In Km</td> <td></td> </tr> <tr> <td>Total</td> <td>In Km</td> <td></td> </tr> <tr> <td>Percentage Business</td> <td>%</td> <td></td> </tr> </table> <p><b>PLEASE NOTE</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</li> </ul> <p>_____</p> <p>_____</p>	Vehicle Description			Business Portion	In Km		Total	In 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> <table border="1"> <tr> <td>Total Area of Property</td> <td>Sq mt</td> <td></td> </tr> <tr> <td>Business Area</td> <td>Sq mt</td> <td></td> </tr> <tr> <td>Power</td> <td>\$</td> <td></td> </tr> <tr> <td>Insurance (Building &amp; Content)</td> <td>\$</td> <td></td> </tr> <tr> <td>Interest (House Mortgage)</td> <td>\$</td> <td></td> </tr> <tr> <td>Rent</td> <td>\$</td> <td></td> </tr> <tr> <td>Rates</td> <td>\$</td> <td></td> </tr> <tr> <td>Repairs &amp; Maintenance</td> <td>\$</td> <td></td> </tr> <tr> <td>Other</td> <td>\$</td> <td></td> </tr> <tr> <td>Total</td> <td>\$</td> <td></td> </tr> </table>	Total Area of Property	Sq mt		Business Area	Sq mt		Power	\$		Insurance (Building & Content)	\$		Interest (House Mortgage)	\$		Rent	\$		Rates	\$		Repairs & Maintenance	\$		Other	\$		Total	\$	
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	<p>Has the nature of your business changed in any way during the past 12 months?</p> <p>If yes, please provide brief details:</p>																																											