

Business Information Questionnaire

Nexia New Zealand

Annual Business Questionnaire

Taxpayer Name:

Financial Year Ended:

Contact Person:

Email Address:

Phone Number:

Fax Number:

It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client.

This firm is mindful of providing efficient and cost effective service. Fees are charged on a time basis, therefore a well ordered submission of all data will enable us to complete your financial accounts with the minimum of delay.

Please complete the questionnaire in full and sign as requested. We are unable to start your work until these tasks have been completed.

If you require assistance to complete this Questionnaire, please call us on (03) 379 0829.

Nexia New Zealand

Nexia House
Level 4, 123 Victoria Street Christchurch 8013
P O Box 4160
Christchurch 8140

Telephone: (03) 379 0829
Fax: (03) 366 7144
Email: office@nexiachch.co.nz
Website: nexia.co.nz

Annual Business Questionnaire

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

Only complete the section of the questionnaire if you answer 'yes' to the relevant question. It is a requirement of Inland Revenue that this questionnaire be completed in full, signed and dated by the client.

This is the BUSINESS questionnaire. If we prepare your personal tax return then you will also need to complete an Individual Questionnaire.

| | | YES | NO | If 'Yes' complete |
|-----|---|--------------------------|--------------------------|----------------------|
| 1. | What accounting systems have you used during this financial year? | | | |
| | • A complete computerised accounting package (e.g. MYOB)? | <input type="checkbox"/> | <input type="checkbox"/> | A1 |
| | • Banklink? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | • A manual system or no system? | <input type="checkbox"/> | <input type="checkbox"/> | A1.1 |
| | • Nexia NZ process my transactions internally during the year. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. | Do you employ staff? | <input type="checkbox"/> | <input type="checkbox"/> | A2 |
| 3. | Do you have any Loans, Hire Purchase or Lease Agreements during the year? | <input type="checkbox"/> | <input type="checkbox"/> | A3 |
| 4. | Do you carry stock or have Work in Progress? | <input type="checkbox"/> | <input type="checkbox"/> | A4 |
| 5. | Did you have any Accounts Payable (Creditors) at balance date? | <input type="checkbox"/> | <input type="checkbox"/> | A5 |
| 6. | Did you have any Accounts Receivable (Debtors) at balance date? | <input type="checkbox"/> | <input type="checkbox"/> | A6 |
| 7. | Have you purchased or disposed of any Business/Trust assets during the year? | <input type="checkbox"/> | <input type="checkbox"/> | A7 |
| 8. | Do you pay Fringe Benefit Tax? | <input type="checkbox"/> | <input type="checkbox"/> | A8 |
| 9. | Are you registered for GST? | <input type="checkbox"/> | <input type="checkbox"/> | A9 |
| 10. | Did the Business/Trust receive any Interest or Dividends during the year, or have investments in Managed Portfolio Schemes? | <input type="checkbox"/> | <input type="checkbox"/> | A10 |
| 11. | Did you buy or sell a Business, Real Estate, or Investments during the year? | <input type="checkbox"/> | <input type="checkbox"/> | A11 |
| 12. | Did you receive any foreign income or incur foreign expenses or own foreign shares? | <input type="checkbox"/> | <input type="checkbox"/> | A12 |

| | YES | NO | If 'Yes' complete |
|---|--------------------------|--------------------------|-------------------|
| 13. Do you want to claim a Home Office Allowance? | <input type="checkbox"/> | <input type="checkbox"/> | A13 |
| 14. Did you incur any costs which have a private use component? | <input type="checkbox"/> | <input type="checkbox"/> | A14 |
| 15. Did you incur any entertainment expenses? | <input type="checkbox"/> | <input type="checkbox"/> | A15 |
| 16. Are you completing this questionnaire for a Trust? | <input type="checkbox"/> | <input type="checkbox"/> | A16 |
| 17. Did you have any cash, cheques, or floats on hand at balance date? | <input type="checkbox"/> | <input type="checkbox"/> | A17 |
| 18. Did you operate a domestic rental property business? | <input type="checkbox"/> | <input type="checkbox"/> | A18 |
| 19. Did you have a property, boat, or plane, which is used both privately and for income earning use, and is also unused for 62 days or more? | <input type="checkbox"/> | <input type="checkbox"/> | A19 |
| 20. Would you like us to prepare your personal tax return? | <input type="checkbox"/> | <input type="checkbox"/> | A20 |
| 21. Please complete section A21 | | | |

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 taxation return. 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 taxable income. I understand your work cannot 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 tax return 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.

I hereby authorise Nexia New Zealand to obtain from any third party, any records or information required for the purpose of preparing my Financial Statements and Income Tax Returns.

Signed: Date:

Business Information Questionnaire

A1 Computerised Accounting Systems

What system are you using?

System:

Version:

Please provide the following records:

Enclosed

N/A

- A backup for your financial year (if available)
- Password to access your accounting package

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Copies of the following reports printed from your system:

- Annual Management Financial Statements
- Annual detailed General Ledger
- Trial Balance as at balance date
- Bank Reconciliations as at balance date
- Cheque books and deposit books for the full year
- Bank statements for the full year

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

A1.1 Manual Cashbook or no system

Enclosed

N/A

Please provide the following records:

- Your cashbook (if one is kept)
- Bank reconciliation as at balance date (if completed)
- Cheque books and deposit books for the full year
- Bank statements for the full year

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

If no cashbook has been kept, please ensure the following:

- All cheque butts are completed in full
- Any direct debits or eftpos transactions are detailed on bank statements
- The source of all deposits not detailed in the deposit books are clearly details on the bank statements

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

A2 Wage Records
Enclosed N/A

Please provide the following records:

- | | | |
|--|--------------------------|--------------------------|
| • Your wages book for the year, or | <input type="checkbox"/> | <input type="checkbox"/> |
| • Annual summary reports from your computerised payroll system | <input type="checkbox"/> | <input type="checkbox"/> |
| • All IR345 returns and Employer Monthly Schedules | <input type="checkbox"/> | <input type="checkbox"/> |

Please also provide details of any remuneration owing to employees as at balance date (holiday pay, bonuses), and indicate what portion of these amounts were paid, or will be paid, within 63 days of your balance date as this is deductible for income tax purposes.

A3 Loans, Hire Purchase and Lease Agreements
Enclosed N/A

Please provide the following records:

- | | | |
|--|--------------------------|--------------------------|
| • Copies of any agreements that have been entered into during the financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any agreements repaid or refinanced during the year | <input type="checkbox"/> | <input type="checkbox"/> |
| • Confirmation of loan balances as at balance date | <input type="checkbox"/> | <input type="checkbox"/> |
| • Loan account statements if available | <input type="checkbox"/> | <input type="checkbox"/> |

A4 Inventory or Work in Progress
Enclosed N/A

Please provide the following records:

- | | | |
|--|--------------------------|--------------------------|
| • A copy of your year end stocktake workings (cost GST exclusive) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of the nature of any work in progress as at balance date | <input type="checkbox"/> | <input type="checkbox"/> |

The value of Stock on Hand at balance date was: \$

Note: Original cost must be used as the value for all stock items on hand unless an independent valuation has been obtained

The value of Work in Progress at balance date was: \$

Note: WIP should be valued at a cost of materials used, direct labour plus factory overheads after deducting any progress payments. Profit margin should not be included.

A5 Accounts Payable (Creditors)
Enclosed N/A

Please provide the following records

- | | | |
|--|--------------------------|--------------------------|
| • A Payables Aged Trial Balance as at balance date printed from your accounting system, or | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

- A detailed list of all amounts owing at balance date (GST inclusive), including name, type of expense, and amount owing for each creditor

The total of all Accounts Payable as at balance date was? \$

| A6 | Accounts Receivable (Debtors) | Enclosed | N/A |
|----|-------------------------------|----------|-----|
|----|-------------------------------|----------|-----|

Please provide the following records:

- A Receivables Aged Trial Balance as at balance date printed from your accounting system, or
- A detailed list of all amounts owing at balance date (GST inclusive), including name and amount owing for each debtor

The total of all Accounts Receivable as at balance date was: \$

Note: Bad debts must be written off before balance date if you do not consider them to be collectable. If you would like more information about bad debt, contact us regarding our Nexia Collect services.

| A7 | Assets | Enclosed | N/A |
|----|--------|----------|-----|
|----|--------|----------|-----|

Please provide the following records:

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive), and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

Sales

- A detailed list of any assets sold, including the date sold and sale value

Disposals/Write offs

- A detailed list of assets written off/disposed of for no value during the year and the reason for the write off/disposal

| A8 | Fringe Benefit Tax (FBT) | Enclosed | N/A |
|----|--------------------------|----------|-----|
|----|--------------------------|----------|-----|

Note: If Nexia NZ has prepared FBT returns on your behalf, please ignore this section.

Please provide the following records:

- A copy of all FBT returns filed during the financial year
- A copy of any workings supporting the figures on your FBT returns

| | | | |
|-----------|-------------------------------------|-----------------|------------|
| A9 | Goods and Services Tax (GST) | Enclosed | N/A |
|-----------|-------------------------------------|-----------------|------------|

Note: If Nexia NZ has prepared GST returns on your behalf, please ignore this section.

Please provide the following records:

- | | | |
|---|--------------------------|--------------------------|
| • A copy of all GST returns filed during the financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| • A copy of all workings supporting the figures on your GST returns | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | |
|------------|--|-----------------|------------|
| A10 | Interest and Dividends, Managed Portfolio Schemes | Enclosed | N/A |
|------------|--|-----------------|------------|

Please provide the following records:

- | | | |
|--|--------------------------|--------------------------|
| • A copy of all Resident Withholding Tax certificates received | <input type="checkbox"/> | <input type="checkbox"/> |
| • A copy of all Dividend Advice notices | <input type="checkbox"/> | <input type="checkbox"/> |
| • Please supply information from your financial planner detailing opening balances, movements, income received and closing market value as at balance date, deductible fees incurred | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | |
|------------|--|-----------------|------------|
| A11 | Buying/Selling Investments, Real Estate or a Business | Enclosed | N/A |
|------------|--|-----------------|------------|

Please provide the following records:

- | | | |
|---|--------------------------|--------------------------|
| • A copy of all documentation relating to the purchase or sale of investments (shares, foreign investments, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| • A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of any Real Estate | <input type="checkbox"/> | <input type="checkbox"/> |
| • A copy of all documentation including legal statements and Sale and Purchase Agreements relating to the purchase or sale of a business | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | |
|------------|---|-----------------|------------|
| A12 | Foreign Income or Expenses or Foreign Shares | Enclosed | N/A |
|------------|---|-----------------|------------|

Please provide the following records:

- | | | |
|--|--------------------------|--------------------------|
| • Details of the nature and amounts of any foreign income received and any related foreign tax credits | <input type="checkbox"/> | <input type="checkbox"/> |
| • Overseas shares – we require details and number of shares owned at the beginning of the financial year, the market value at that date, shares purchased and sold during the 12 month period, details and number of shares owned at the end of the financial year and their market value at that time | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of the nature and amounts of any expenses paid to people or businesses who are not New Zealand Residents | <input type="checkbox"/> | <input type="checkbox"/> |

- Details of any investment with OM-IP, MAN Investments, or Liontamer Investments

A13 Home Office Allowance

Address of the property:

The annual total of the following expenses are required in order to complete the calculations:

| | | | |
|------------------------------|----|----------------------------|----|
| Rent (if property not owned) | \$ | Valuation fees re mortgage | \$ |
| Insurance | \$ | Legal expenses re mortgage | \$ |
| Repairs and maintenance | \$ | Interest (on mortgage) | \$ |
| Electricity and gas | \$ | Body Corporate fees | \$ |
| Rates and water rates | \$ | | |

Note: If you have supplied details of your house and the area used for business purposes to Nexia NZ in prior years, and the details have not changed, you do not need to supply the following information

The total area of the house is: m2

The total floor area used for business purposes is: m2

A14 Business Portion of Expenses

Please provide the business use percentage for the following expenses and attach further details if required

Motor vehicle expenses %

Note: The business use percentage of a vehicle must be verifiable by a log book. A log book must be kept for a period of 90 consecutive days every three years, unless you are paying FBT or the vehicle is classified as exempt from FBT. If you would like us to calculate the business use percentage from your log book, please enclose it with your records

Home telephone %

Land line rental per month \$

Internet per month \$

Are these paid via the business bank account? Yes No

A15 Entertainment Expenses

Generally, only 50% of entertainment costs are tax deductible, with the following exceptions.

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks

- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas trip
- Entertainment for charitable purposes

If any of these exceptions apply to your entertainment expenditure, please provide details **Enclosed** **N/A**

A16 Trusts

Enclosed **N/A**

If you are completing this questionnaire for a Trust, please provide the following records:

- | | | |
|---|--------------------------|--------------------------|
| • Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new Beneficiary and the date of the change) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Trust Deed | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any Gifts made to the Trust during the year (including copies of Gift Statements) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of the taxable income of any Beneficiary that we do not complete a personal income tax return for | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any beneficiary expenditure that was not paid through the Trust | <input type="checkbox"/> | <input type="checkbox"/> |

A17 Cash on Hand

Total sales not banked (cash, cheques, eftpos) at balance date were: \$

Total cash floats at balance date were: \$

Total petty cash on hand at balance date was: \$

A18 Domestic Rental Property Business

Enclosed **N/A**

Please provide the following records:

- | | | |
|---|--------------------------|--------------------------|
| • Bank statements for full financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cheque books and deposit books | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| • Details of expenses incurred including insurance, rates, repairs etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Loan statements showing interest paid, principal paid and closing balances of loans as at balance date | <input type="checkbox"/> | <input type="checkbox"/> |
| • Property management statements | <input type="checkbox"/> | <input type="checkbox"/> |
| • Detailed settlement statements if rental properties are purchased or sold and also a copy of latest rates statement | <input type="checkbox"/> | <input type="checkbox"/> |

A19 Mixed Use Assets

You have a mixed-use asset if, during the tax year, it is used for both private use and income-earning use, and it is also unused for 62 days or more. The rules apply to any:

- Property, regardless of cost price or current value e.g. holiday home
- Aircraft or boat which had a cost or market value of \$50,000 or more when you bought it

Note: "Private use" of an asset is by you, your family or associated person. It can also include when the asset is used by a non-associated person who pays you at less than 80% of market rate

If you have any of the above, please advise:

- | | Enclosed | N/A |
|--|--------------------------|--------------------------|
| • Details of income earning days | <input type="checkbox"/> | <input type="checkbox"/> |
| • Days it was used privately | <input type="checkbox"/> | <input type="checkbox"/> |
| • Days it was unused | <input type="checkbox"/> | <input type="checkbox"/> |
| • Income from income earning days and "private" days | <input type="checkbox"/> | <input type="checkbox"/> |
| • Expenses relating to the asset for the year e.g. rates, power, insurance, fuel | <input type="checkbox"/> | <input type="checkbox"/> |

A20 Individuals

For details of your individual (personal) income you should complete the Individual Information Questionnaire

If you are a sole trader operating a business then you should complete both a Business and Individual Questionnaire

A21 General (to be completed)

Enclosed N/A

Please supply the following information:

- | | | |
|--|--------------------------|--------------------------|
| • Copies of all Insurance/Work Place Accident Insurance/ACC invoices | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500 | <input type="checkbox"/> | <input type="checkbox"/> |

| | Enclosed | N/A |
|---|--------------------------|--------------------------|
| • Details of any Contingent Liabilities or future commitments (including lease commitments, for example, guarantees provided by the business or a commitment to buy a large capital item) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of the nature and value of any business goods taken for personal use during the financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any deposits received from customers/clients for goods not supplied at balance date | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any business expenses paid from private funds which have not been reimbursed by the business | <input type="checkbox"/> | <input type="checkbox"/> |
| • If trading as a company, detail any changes in shareholding or directorships | <input type="checkbox"/> | <input type="checkbox"/> |
| • If trading as a company, detail any transactions with other entities associated to the directors (related party transactions) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year | <input type="checkbox"/> | <input type="checkbox"/> |

General Questions

| | YES | NO |
|---|--------------------------|--------------------------|
| Has your address changed during the period? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your contact phone number changed during the period? | <input type="checkbox"/> | <input type="checkbox"/> |
| Would you like to receive an electronic (PDF) copy of your accounts? | <input type="checkbox"/> | <input type="checkbox"/> |
| Would you like to receive a printed copy of your accounts? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you require your accounts by a specific date? | <input type="checkbox"/> | <input type="checkbox"/> |
| Would you like us to supply a copy of your financial statements to your bank? | <input type="checkbox"/> | <input type="checkbox"/> |
| Would you like your invoices & statements from us sent by email? | <input type="checkbox"/> | <input type="checkbox"/> |

Email address to send invoices/statements to:

Please provide your bank account details so that we can confirm this is the one held by the IRD:

Can we assist you with, or would you like to discuss any of the following:

| | YES | NO |
|---|--------------------------|--------------------------|
| Preparing a tax plan so you pay less tax in the future? | <input type="checkbox"/> | <input type="checkbox"/> |
| Meeting us more regularly to improve your business performance? | <input type="checkbox"/> | <input type="checkbox"/> |
| Removing the regular hassle of preparing your GST/FBT/RWT/PAYE returns (if we are not currently providing assistance) so you can focus on making money? | <input type="checkbox"/> | <input type="checkbox"/> |
| Setting targets for improved profitability by preparing a budget and controlling the cash flow difficulties by preparing a cash flow forecast? | <input type="checkbox"/> | <input type="checkbox"/> |
| Lowering your overhead cost by having your financial administration (payment of accounts, receipts, banking, etc) handled by us? | <input type="checkbox"/> | <input type="checkbox"/> |
| Lowering your overhead cost by having your ACC administration handled by us? | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation of periodic financial reports (e.g. monthly or quarterly) to assist in the management of your business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Achieving your financial goals by us providing advice on profit improvement and business growth? | <input type="checkbox"/> | <input type="checkbox"/> |
| Identifying your future direction with a strategic plan and a business plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Achieving greater sales through marketing and promotion of your business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Assistance with successful business turnaround management? | <input type="checkbox"/> | <input type="checkbox"/> |
| Areas for improvement with a Business Financial Health Check? | <input type="checkbox"/> | <input type="checkbox"/> |
| KPI reporting/benchmarking (annual or quarterly)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensuring the continuation of your business by developing a succession plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Being updated on the Trusts Act? | <input type="checkbox"/> | <input type="checkbox"/> |
| Whether you are achieving the most cost effective and efficient Business Insurance cover? | <input type="checkbox"/> | <input type="checkbox"/> |
| Business acquisition/merger appraisal and due diligence to assist you in achieving the right outcome? | <input type="checkbox"/> | <input type="checkbox"/> |
| Any specific business problems you would like us to call you about and resolve immediately or any other matters you wish to raise? | <input type="checkbox"/> | <input type="checkbox"/> |

Thank you. Your time and effort in completing this form is much appreciated by the team at Nexia New Zealand.