

PRELIMINARY CHECKLIST

Accounts requiring analysis

.....Bank Account	YES/NO
.....Second Bank Account	YES/NO
.....Third Bank Account	YES/NO
.....Credit Card Account	YES/NO
.....Second Credit Card Account	YES/NO
.....Other Accounts	YES/NO

Please supply cheque and deposit butts, or for internet banking explain the nature of the expenditure.

Please highlight any unusual items on your bank statements, particularly any deposits which are not sales.

Please complete the following completely and carefully:

Loans - Has your business borrowed money: -

From yourself (if you charge interest it is taxable)	YES/NO
From your bank	YES/NO
Refinancing	YES/NO
Leases	YES/NO
Hire Purchase	YES/NO
Other	YES/NO

Other questions

Have you paid any lawyers bills? (Provide copies)	YES/NO
---	--------

Please provide details of all items for which you have answered YES.

Did you receive any MSD COVID Wages Subsidies or Resurgence Payments Please list the payments and dates received on a separate sheet	YES/NO
---	--------

APPORTIONMENTS

We need to know if any business expenditure contains a personal element. Please answer these questions: -

Stock GST exclusive

What is the value of stock taken for your personal use? \$

Cash Business GST inclusive

If you have a cash business, how much adjustment needs to be made, if any, for money taken as private drawings before banking. \$

Expenses GST inclusive

Are there any business expenses which have been used privately, such as toll calls or cell-phones charged to the business? Please advise: -

Nature of expense _____

Value to be treated as private \$

Nature of expense _____

Value to be treated as private \$

How much, if any, of entertainment expenditure should be treated as 100 % deductible? (Nil means it is all 50%, which is usually the case). \$

From your vehicle logbook, state the percentage of private running %
(For companies and trading trusts FBT applies see notes at back. Ignore this question)

YEAR END ADJUSTMENTS

Please provide the following information: -

Statements for premiums paid to ACC

Money owing to you from NZ sources (Accounts Receivable) GST inclusive \$

Value of unbanked sales and cash on hand GST inclusive \$

Value of stock GST exclusive \$

For Farmers, please attach a list of livestock on hand stating age & sex.

Work in progress (partly completed work) GST exclusive \$

Are there any deductions from your income before you receive it?
such as withholding tax? (Provide details) YES/NO

PAYMENTS FROM YOUR OWN MONEY

If your business owes you money for expenditure you
have made during this year state the amount here \$

Attach a list of these expenses. We are now claiming these expenses for you. Do not draw on your business bank account for these costs. Treat them now as having been paid to you.

USE OF HOME CALCULATION

If you wish to claim for the use of your home for business, please complete the following information: -

AREA USED FOR BUSINESS IF CHANGED FROM LAST YEAR

Enter area of house and garage used for business _____ m²

Total area of house and garage _____ m²

COSTS CLAIMABLE

These should be for the year/period being processed.

Total paid for rates on your home for 12 months or period being processed \$ _____

Total paid for insurance on home for 12 months or period being processed \$ _____

Total paid for interest on mortgage for 12 months or period being processed \$ _____

Total repairs (e.g., paint house) for 12 months or period being processed \$ _____

Heat and light used for 12 months, or period being processed \$ _____

If you do not own your own home, how much is your rent? \$ _____

FIXED ASSETS

We need to know the vehicles and equipment bought during this year.

ASSETS BOUGHT or ACQUIRED

If you buy an unusual asset, please call us, and describe it. This will help us decide depreciation rates to use.

Name of asset: _____

Description of asset _____

Month first used: _____

Full price inc GST \$ _____ \$ _____ \$ _____

NEW OR SECOND HAND? _____

Name of asset: _____

Description of asset _____

Month first used: _____

Full price inc GST \$ _____ \$ _____ \$ _____

NEW OR SECOND HAND? _____

Name of asset: _____

Description of asset _____
 Month first used: _____
 Full price inc GST \$ _____ \$ _____ \$ _____
 NEW OR SECOND HAND? _____

ASSETS SOLD or DISPOSED OF (including trade ins and items dumped)

NAME OF ASSET _____
 DATE SOLD OR
 TRADED IN _____
 AMOUNT RECEIVED
 INCL GST \$ _____ \$ _____ \$ _____

NAME OF ASSET _____
 DATE SOLD OR
 TRADED IN _____
 AMOUNT RECEIVED
 INCL GST \$ _____ \$ _____ \$ _____

GST

Do you prepare your own GST returns? YES/NO
 If YES, please provide: -

1. Copies of all GST returns made
2. IRD Statements for the year
3. Details of personal adjustments you have made and workings to support any adjustments
4. Are any unpresented cheques included in your GST return to balance date? If so, please list: -

Cheque No.	Details	Amount
------------	---------	--------

5. On what basis do you prepare your GST returns? Please tick

Payments	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	Hybrid	<input type="checkbox"/>
----------	--------------------------	---------	--------------------------	--------	--------------------------

ASSUMPTIONS

We are making the following assumptions. Please read this list and provide us with details in writing, if any of these assumptions do not apply to you. Please answer the questions carefully.

These questions have been designed for you to answer YES if the assumption is correct.

- | | |
|--|--------|
| All sales are banked into one business bank account. | YES/NO |
| You require us to prepare all relevant tax returns? | YES/NO |
| Has your business a reasonable spread of suppliers and of customers so it is not particularly at risk? | YES/NO |
| Are your total sales less than \$5 million? | YES/NO |
| Are your total business assets less than \$1.5 million? | YES/NO |
| Is your total staff fewer than 20 in number? | YES/NO |

These questions have been designed for you to answer NO if the assumption is correct.

- | | |
|--|--------|
| Has your business provided guarantees for any other person or business? | YES/NO |
| Is your business involved in litigation or has it any claim pending?
This type of liability is called a contingent liability. | YES/NO |
| Are there any rebates held by suppliers? | YES/NO |
| Have you received any deposits for goods or services, which you have not yet supplied? | YES/NO |
| Has anyone forgiven any debt you owed them? | YES/NO |
| Is there any commitment for capital expenditure? | YES/NO |
| Have there been any significant events since your balance date which would affect profit? | YES/NO |
| Apart from hire purchase and lease, are there any restrictions on your freedom to dispose of assets? | YES/NO |
| Are there any charges or other securities granted over the business assets?
If yes: What security and to whom? | YES/NO |

QUESTIONNAIRE - COMPANIES ONLY

1. Please supply company minute book and company registers. In some cases, we keep them here. YES/NO
2. Do you use a business vehicle for private use? YES/NO
 - Have you paid any fringe benefit tax? *Please attach FBT returns if you have them.* YES/NO
 - If No, do you need us to adjust for the value of the benefit? (YES, if vehicle is available for private use) YES/NO
3. Have there been any changes in shareholding during the last 12 months? YES/NO
4. Does 80% or more of your company income arise from one customer or related customers? YES/NO
5. Does any employee earn more than \$100,000 including other benefits? YES/NO
Like the value of a car available for private use?
If YES details, please.

Never change company shareholding without conferring with us because there are tax implications.

Please note the following comments

1. Cars

If you sell your car or any private asset to your company, it can be taken by a liquidator if your company fails.

2. Protection

You can protect yourself from loss of assets owned by your company by taking a security over the company assets.

3. Shareholder remuneration

Company shareholder/employees must be able to justify remuneration credited to them. Unjustifiable income is a dividend which requires directors to comply with the "solvency test".

4. Fringe benefit tax

You can avoid the tax and putting in FBT returns by making an adjustment to your accounts for the value of the benefit. If you are liable for Fringe Benefit Tax, we recommend you discuss this with us.

NOTES TO ASSIST COMPLETION OF BUSINESS QUESTIONNAIRE

General advice

As you go through the questionnaire, make notes of any areas you have found difficult to follow or understand. Discuss these with us.

Accounts requiring analysis

It is best to trade with only one bank account. If we need to trace transactions between different accounts, it adds to our time and your costs.

If you have transactions through a credit card, we can either treat this as a bank account or you can supply us with a summary for each payment.

If you are a limited company, a savings account can also add to your costs. We must adjust for withholding tax deducted from interest received, keep an imputation credit account, and often need to trace a small tax refund. Usually, but **not always**, it is better to have your savings account in your own name instead of your company. However, if your company has borrowed large amounts then the savings account may be better in the company name.