

# James Bell Accounting Limited

Chartered Accountants and Business Betterment Specialists



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## 2018 BUSINESS INFORMATION QUESTIONNAIRE

**BUSINESS NAME** : .....

**BALANCE DATE** : .....

**ADDRESS** : .....

: .....

**CLIENT CONTACT** : ..... **CONTACT PHONE:** .....

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## INFORMATION FOR FINANCIAL STATEMENTS AND TAX RETURN PREPARATION

Please ensure that this form is **completed in full, signed and dated.**

**PLEASE NOTE:** IT IS A **LEGAL REQUIREMENT** THAT CLIENTS COMPLETE THE QUESTIONNAIRE. WE CANNOT PROCESS YOUR ACCOUNTS IF THE QUESTIONNAIRE IS NOT FULLY COMPLETED, SIGNED AND DATED.

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**TO: JAMES BELL ACCOUNTING LIMITED**  
**CHARTERED ACCOUNTANTS & BUSINESS BETTERMENT SPECIALISTS**

I hereby instruct you to prepare the Financial Statements and Taxation Return(s) of..... for the year/period ended 31<sup>st</sup> March 2018. I accept responsibility for the accuracy and completeness of the information supplied in the following pages, which is used in the preparation of my Financial Statements. You are not to conduct an audit, nor do I wish you to review my affairs in order to substantiate the accuracy of my information. I accept therefore that you are unable to provide any assurance on my Financial Statements. I understand your work cannot be relied on to detect error or fraud and that the Financial Statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands from any other person whatsoever.

I also accept responsibility for all other records and information supplied to you. I accept responsibility for any failure by me to supply all relevant records and information to you. Financial Statements prepared by you will carry the following compilation report and disclaimer:

**COMPILATION REPORT** - Disclaimer of Liability

**Scope**

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of ..... for the period/year ended 31<sup>st</sup> March 2018. This financial report has been prepared in accordance with the policies as detailed in Note 1 to the financial statements.

**Responsibilities**

You are solely responsible for the information contained in the financial statements and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

**No Audit or Review Engagement Undertaken**

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

**Disclaimer**

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we, nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

**JAMES BELL ACCOUNTING LIMITED**  
**CHARTERED ACCOUNTANTS & BUSINESS BETTERMENT SPECIALISTS**  
**AUCKLAND**

In the instance where you consider it pertinent, I authorise you to prepare financial statements on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Financial statements prepared on the Special Purpose reporting basis by you will carry the following compilation report and disclaimer:

**COMPILATION REPORT** - Disclaimer of Liability

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of ..... for the period/year ended 31<sup>st</sup> March 2018. As described in Note 1 to the financial statements, these financial statements are a special purpose report, for internal management and taxation purposes only.

“This is a Special Purpose Report. The financial statements have been prepared for taxation purpose only on the principles contained in the Income Tax Act, which are not in conformity with acceptable accounting principle. Accordingly, the financial statements should not be relied upon for any other purposes”.

**Signed:** ..... **Dated:** .....

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**If any section is not applicable to your business, please indicate as N/A.**

**1. CASH RECORDS**

**(i) Cash Book**

Tick  
or N/A { }

- Please provide your **CASH BOOK RECONCILED** and balanced to 31<sup>st</sup> March 2018 or alternative balance date.
- Indicate clearly all deposits that are not normal business revenue e.g. sale of assets, tax refunds and G.S.T. refunds, capital introduced and highlight all personal drawings.
- Please provide a copy of the Bank Statements for the year ended 31<sup>st</sup> March 2018 or alternative balance date.

**OR (ii) Bank Statements**

Tick  
or N/A { }

- Please provide the **full years** CSV file from your internet banking for **ALL** Bank Accounts. *(If you do not know how to do this, please contact us, we can assist).*
- Please provide the **full years** Bank Statements for **ALL** Bank Accounts.
- Please include:
  - (a) Cheque Butts
    - Every book used during full year
    - Butts entered with clear details
  - (b) Deposit Books
    - Sales details clearly marked
    - Other deposits clearly marked, e.g. tax refunds, sale of assets, rent received, dividends etc.
  - (c) Day Books if maintained
  - (d) **Interest Withholding Tax Statements (RWT)** - please enclose
  - (e) **Dividend Warrants** - particularly for dividends received from energy or power companies

**OR (iii) Computerised Information**

- Please provide:

- (a) Detailed computerised Cashbook or General Ledger (Transaction Reports) printout for period/year ended 31<sup>st</sup> March 2018 or alternate balance date for **ALL** accounts within the Chart of Accounts
- (b) Trial Balance as at year end.
- (c) Copies of all monthly Bank Reconciliations

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**2. BUSINESS RECEIPTS**

- (i) Were all receipts banked in the business trading bank account. YES/NO
- (ii) If not, enter the amounts not banked but applied:
  - (a) For personal expenditure \$ .....
  - (b) For business expenditure \$ .....
  - (c) Lodged into other bank accounts (if necessary, please provide separate schedule). \$ .....

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**3. ACCOUNTS RECEIVABLE/DEBTORS**

Tick  
or N/A { }

Please list the total amounts owing **to you** by your customers inclusive of G.S.T. as at 31<sup>st</sup> March 2018 or alternate balance date.

- (i) Please show details of each debtor and amounts.
  - An Aged Debtors Trial Balance at 31<sup>st</sup> March 2018 if separate debtors' ledger is maintained \$ .....
- (ii) Bad or doubtful debts.
  - Please provide a list or indicate any amounts in the debtors list above which are bad or you consider unlikely to be collected. **These must** have been written off the computer aged debtors trial balance by 31<sup>st</sup> March 2018 to be claimable as a tax deduction.

4. **ACCOUNTS PAYABLE/CREDITORS** Tick  
or N/A { }

(i) Please provide a schedule of amounts **owing by you** at balance date (including G.S.T.).

**Analyse the list by type**, e.g. purchases, power, telephone and P.A.Y.E. (due 20<sup>th</sup> April 2018 for March balance date).

\$.....

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5. **STOCK ON HAND AND INVENTORIES** Tick  
or N/A { }

Stock must be taken at balance date if your annual turnover is over \$1.3 million (excluding G.S.T.) and your trading stock is valued at \$10,000 or more (excluding G.S.T.). If your business is below these values, you are no longer required to carry out a stocktake. **(adequate records must be kept to substantiate this figure).**

\$ .....

**NOTE** that stock should be valued at the lower of cost, market or replacement value. Valueless stock should still be entered on stock sheets but clearly marked N.V. **Please state whether your value includes or excludes G.S.T.**

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6. **WORK IN PROGRESS** Tick  
or N/A { }

Work started but not complete by balance date (31<sup>st</sup> March 2018).  
The value of work in progress is:

a. Cost of material (not including G.S.T.) \$ .....

b. Cost of labour \$ .....

Total Work in Progress at balance date \$ .....

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7. **OUT OF POCKET EXPENSES** Tick  
or N/A { }

Please provide a schedule of any business expenses paid from your personal bank account or out of personal cash. Ensure all receipts are retained by yourselves for possible Inland Revenue Department verification in the future.

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8. **WAGES RECORDS** Tick  
or N/A { }

Please provide details of total wages paid for the year, and March 2018 PAYE paid in April 2018. Please also advise if any wages were undrawn at 31<sup>st</sup> March 2018.

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9. **GOODS TAKEN FOR OWN USE** Tick  
or N/A { }

What value of business goods have you taken for private use?

Please value at purchase cost price. \$ .....

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10. **MOTOR VEHICLE - PRIVATE USE** Tick  
or N/A { }

***(Sole Traders and Partnerships only) – COMPANIES SEE QUESTION 15 BELOW***

What percentage of your total motor vehicle running was made in connection with operating your business?

Attach completed vehicle log book or complete the following:

Business ..... KM

Total ..... KM

Percentage Business .....%

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11. **HOME OFFICE CLAIM** (Office, Garage, Storage) Tick  
or N/A { }

Business use of private dwelling. Provide details.

- Rates - General and Water	\$ .....
- Insurance - Household and Contents	\$ .....
- Repairs & Maintenance	\$ .....
- Electricity	\$ .....
- Mortgage Interest or Rent Paid	\$ .....
- Business Use (Office) .....	sq ft/sq m
- (Garage) .....	sq ft/sq m
- Total - House & Garage .....	sq ft/sq m

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12. **PRIVATE PORTION OF EXPENSES** Tick  
or N/A { }

Please provide details of the following expenses, interest, travel, telephone, entertainment, insurance - and any proportions that relate to your private activities.

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<b>13. <u>CASH ON HAND</u></b>	Tick or N/A { }
(a) Till Float at Balance Date	\$ .....
(b) Petty Cash Float at Balance Date	\$ .....
(c) Cash Sales prior to Balance Date, but not banked (if not included in (a) or (b)).	\$ .....

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**14. GOODS AND SERVICES TAX (G.S.T.)**

If you are registered for G.S.T., please provide all G.S.T. statements and working papers covering the period/year ended 31<sup>st</sup> March 2018.

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**15. FRINGE BENEFIT TAX**

- a) Please supply a copy of all FBT returns filed with IRD during the year, along with supporting work papers and work sheets.
- b) **MOTOR VEHICLES** - Please supply a list of **all** company vehicles supplied to shareholders and employees at any time during the year.

Details should include:

- i. shareholder or employee name;
  - ii. vehicle make, model and registration number
  - iii. the number of days per quarter (June, September, December and March quarters) the vehicle is **NOT available for private use**
- c) Please supply details of **all** other non-cash benefits supplied to shareholders and employees at any time during the full year.
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<b>16. <u>FIXED ASSETS PURCHASED OR SOLD</u></b>	Tick or N/A { }
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(i) **Assets Purchased**

The item, supplier, price, trade in details, cash or hire purchase (provide agreements, Solicitors statements etc.).

(ii) **Assets Sold**

- (a) Mark these clearly in your deposit book or on your bank statement.
- (b) Full details of particular assets sold: (date, item, price, and name of purchaser).

- (c) Please confirm that G.S.T. was declared on each sale. If traded-in or written off, please supply details.

(iii) **Assets Scrapped/Disposed of**

Review last year's Asset Schedule – Have items been scrapped and no longer retained, stolen or sold (see (ii) above).

Please note that effective from 01/04/2011, depreciation is not claimable in Buildings (Commercial, Industrial, or Residential), unless building life is under 50 years.

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**17. LOANS, MORTGAGES, LEASES & HIRE PURCHASE BORROWINGS**

Please provide statements to support all transactions.

eg. Hire Purchase Agreement and bank statements that show Mortgage Interest and Mortgage Repayments

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**18. OVERSEAS TRAVEL DETAILS**

Tick  
or N/A { }

Please attach full details of the following:

- (a) Who Travelled
- (b) When Travelled
- (c) Where to
- (d) Reason for trip
- (e) Persons called on
- (f) Breakdown of costs

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**19. INVESTMENT AND OTHER INCOME - Companies**

Tick  
or N/A { }

Please detail all amounts (dividends, interest, distributions) **received** by your company during the year from investments in New Zealand or overseas at any time during the current year. **eg. Power and Company Dividends**

Please include details of any FOREIGN unit trust, share investment or insurance policy investments made or owned at any time during the year.

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**20. Does your Company meet two of the following criteria?**

- Turnover of over NZ\$20,000,000
- Total Assets of over NZ\$10,000,000
- Employ more than 50 employees.

If 2 of the above are met, please contact our office urgently prior to completion of your company's 2018 financial statements.



**21. BUSINESS ACTIVITY**

Has the nature of your business activity changed in any way during the past twelve months?

YES / NO

If yes, please provide brief details.

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**22. COMPANIES**

**Statutory Company Information**

Have there been any changes in the:

- (a) Officers of the Company
- (b) Shareholding in the Company
- (c) Registered Office of the Company
- (d) Name
- (e) Authorised and Paid Up Capital
- (f) List of Registered Charges Over the Company. **Please confirm with your bank and/or solicitor prior to advising us.**

Please attach details.

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**23. FUTURE INCOME**

Please advise if you expect your future income levels to increase or decrease significantly and why.

Please note that effective from 01/04/2011, depreciation is not claimable in Buildings (Commercial, Industrial, or Residential), unless building life is under 50 years.

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**OTHER MATTERS**

Please provide details of any other matters you consider material to the preparation of your Financial Statements that have not been included in the previous sections of this questionnaire that we should be made aware of.

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**NOTE: Remember that all source records in the preparation of Financial Statements for assessment of income tax must be retained for seven years.**

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Signed: ..... Dated:.....

Position: .....