

## Annual Business Questionnaire

*Please complete the questionnaire if you are a company, sole trader, contractor, partnership, or if you earn rental income.*

### 2021 Income Tax Year

<b>Business Name:</b>	
<b>Contact Person:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

Please take the time to complete this checklist as it is a very important part of the accounting process.

It helps to;

- Identity and provide the information we need to prepare your return of income.
- Minimise the queries form for us during the preparation of your return of income.

It also helps us meet the quality control standards that are required of us as Chartered Accountants.

You can return your completed form using either:

- 1) Email to [jess@siatkins.co.nz](mailto:jess@siatkins.co.nz)
- 2) Mail to: Atkins & Associates Ltd, PO Box 37 Feilding 4740
- 3) Upload to your online portal at <https://atkinsassociates.portal.accountants/login>

**Please complete all of the compulsory sections. The other sections only need to be completed if they apply to your business.**

If you need help completing this questionnaire, please contact us on (06) 323 9864.

## Annual Business Questionnaire

Only complete the section of the questionnaire if you answer “yes” to the relevant question.

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

Please answer Yes/No if <u>Yes</u> please complete the relevant sections		Yes/No	If Yes complete
1.	<b>General questions – Compulsory</b>		<b>A</b>
2.	Has the nature of your business changed during the year? If <b>yes</b> , please detail:		
3.	Is the business a company?		<b>B</b>
4.	Did you use an accounting software during this financial year? - A complete computerised accounting package (MYOB, Xero, Cash Manager)  - Spreadsheets, a manual system or no system  - Atkins & Associates use MYOB to process my transactions		<b>C1</b>  <b>C2</b>
5.	Did you have cash on hand, petty cash, term deposits or an overdraft facility?		<b>D</b>
6.	Did you have any Loans, Hire Purchase or Lease Agreements in place during the year?		<b>E</b>
7.	Did you have any Accounts Payable or Receivable or Stock at the End of the Financial Year?		<b>F</b>
8.	Have you purchased or disposed of any Fixed Assets during the year?		<b>G</b>
9.	Do you employ staff?		
10.	Do you provide benefits to your employees (e.g. motor vehicles, subsidised goods, medical insurance, gym membership etc.)?		<b>H</b>

# Atkins & Associates Limited



11.	Are you registered for GST? If <b>yes</b> , please provide your workings <u>unless</u> we have prepared these for you		
12.	Did the Business receive any Interest or Dividends during the year, or have investments in Managed Portfolio Schemes or Portfolio Investment Entities?		<b>I</b>
13.	Did you own any overseas investments and/or have foreign bank accounts?		<b>J</b>
14	Did you buy or sell Cryptocurrency?		<b>K</b>
15.	Do you want to claim a Home Office Allowance?		<b>L</b>
16.	Did you incur any motor vehicle expenses in your business?		<b>M</b>
17.	Did you incur any entertainment expenses?		<b>N</b>
18.	Did you own rental properties during the year, including Airbnb, Bookabach, holiday house etc.?		<b>O</b>
19.	Other services/more information		<b>P</b>
20.	<i>If we prepare your personal tax return, please complete the Individual Questionnaire.</i>		

## Section A General (Please Complete)

Please supply the following:	Attached	N/A
• Details of the nature and value of any business goods taken for personal use during the Financial Year		
• Details of any deposits received from customers/client for goods not supplied at the End of the Financial Year		
• Details of any business expenses paid via 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		
• Details of any business expenses paid from private funds which have not been reimbursed by the business		
Did your address change during the year?		
If <b>yes</b> , please detail:		
Please provide your bank account details so that we can confirm this is the one held by the IRD.		
Bank Account Name:		
Bank Account Number:		

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## Section B Is the business a company?

Were there any contingent liabilities at year end? Please detail below:
Were there any significant events after the End of Financial Year? Please detail below:
Have there been any changes in Directors/shareholdings (including address changes) Please detail below:

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## Section C1 Computerised Accounting Systems

Are you using MYOB or Xero?

Attached N/A

- If **yes**, please provide a copy of the last bank statement at End of Financial Year

For Systems other than MYOB / Xero

What Software are you using?

Please provide the following records:

Attached N/A

- A back up or access for your financial year (if available)

Copies of the following reports printed from your system

- Annual detailed General Ledger
- Trial Balance as at End of Financial Year
- Bank Reconciliations as at End of Financial Year
- Bank Statements to confirm the year end closing balance

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## Section C2 Spreadsheets, Manual Cashbook or No System

Please provide the following records:

Attached N/A

- Your cashbook / spreadsheets (if applicable)
- Bank reconciliation as at End of the Financial Year (if completed)
- Cheque books and deposit books for the full year
- Bank Statements for the full year

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**Note:** 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 detailed on the bank statements

## Section D Overdraft, Cash, Petty Cash and/or Term Deposits

Please provide the following records:	Attached	N/A
<ul style="list-style-type: none"> <li>Cash received during the year not banked – provide a list of any income received that was not banked and details of what it was used for</li> </ul>		
<ul style="list-style-type: none"> <li>Petty cash – please provide a summary and analysis of transactions for the year</li> </ul>		
<ul style="list-style-type: none"> <li>Outstanding deposits / unpresented cheques at year end – please provide details</li> </ul>		
<ul style="list-style-type: none"> <li>If the business had term deposits during the year, please attach all term deposit statements</li> </ul>		

<b>Please provide the following records:</b>
Cash on hand and/any till floats, please provide amount not banked at \$
End of the Financial Year:
Is there an overdraft facility?
Details of the assets the overdraft is secured over:

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## Section E Loans, Hire Purchase and Lease Agreements

Please provide the following records:	Attached	N/A
<ul style="list-style-type: none"> <li>Copies of any agreements that have been entered into during the financial year</li> </ul>		
<ul style="list-style-type: none"> <li>Details of any agreements repaid or refinanced during the year</li> </ul>		
<ul style="list-style-type: none"> <li>Loan account statements for the full year</li> </ul>		

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## Section F Accounts Payable & Receivable & Work in Progress

**If your accounting software does not include accounts payable at year end, please provide the following records:**

**Attached N/A**

A detailed list of all amounts owing at End of Financial Year (GST exclusive) including name, type of expense and amount owing for each creditor

**If your accounting software does not include accounts receivable at year end, please provide the following records:**

**Attached N/A**

A detailed list of all amounts owing at End of Financial Year (GST exclusive) including name and amount owing for each debtor

The total of all Accounts Receivable as at End of Financial Year was: \$

The total of all Bad Debts written off during the year: \$

### Work in Progress.

Stock on Hand (GST excluded) at End of Financial Year was: \$

*If your business turnover is less than \$1.3 million for the income year and you can reasonably estimate your closing stock for the year is less than \$10,000 then you are not required to have a stock take.*

The GST exclusive value of Work in Progress at End of Financial Year was: \$

*(The value of materials and labour at cost price)*

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[illegible]



**Were all assets that were purchased, sold or traded-in included in the relevant GST return?**

**Attached N/A**

If **no**, please list assets not included in GST returns

**Did the business purchase or sell any property during the year?**

If **yes**, please provide:

**Attached N/A**

- Agreement for sale and purchase
- Solicitor settlement statements including a copy of the legal fees
- Valuation – if done
- Details of any borrowings, loan documents or loans repaid

**Has the business sold any residential property during the year (not otherwise detailed on the information provided)?**

If **yes**, when was the property purchased?

If it was purchased within 5 years of the sale date:

What was the original purchase price? \$

What was the sale price? \$

**Please provide:**

**Attached N/A**

A copy of the purchase and sale agreement

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## Section H Benefits to Employees

**If you are registered for FBT please provide the following:**

**Attached N/A**

- A copy of any workings supporting the figures on your FBT returns
- If you provide other benefits and do not pay FBT, please list these:

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## Section I Interest and Dividends, Managed Portfolio Schemes

<b>For income earned outside of the managed portfolio scheme please provide:</b>	<b>Attached</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Resident Withholding Certificates</li> <li>Dividend statements (The payment date is the relevant date to determine whether the dividend statement should be included in the financial period)</li> </ul>		
Does the business have a managed portfolio scheme?		
<b>If yes please provide:</b>	<b>Attached</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>the portfolio year-end tax reports</li> <li>If the business has a current certificate of exemption, please supply a copy</li> </ul>		

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## Section J Foreign Income or Expenses

<b>Please provide:</b>	<b>Attached</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Bank statements for the full year</li> </ul>		
Where overseas investments are not held within a managed portfolio please provide the following:		
<ul style="list-style-type: none"> <li>Details and numbers of shares/units owned at the beginning of the year financial year, the market value at that date, shares/units purchased and sold during the twelve-month period, details and number of shares/units owned at the end of the financial year and their market value at year end (if applicable)</li> </ul>		

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## Section K Cryptocurrency

<b>If you purchased or sold Cryptocurrency, please provide:</b>	<b>Attached</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Details of all purchase transactions during the year</li> <li>Details of all sales transactions during the year</li> </ul>		
Did you receive any cryptocurrency as payment for a business transaction?		
	<b>Attached</b>	<b>N/A</b>
If <b>yes</b> , please advise the amount received and date of transaction/s		

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## Section L Home Office Allowance

Total area of the house is:	m <sup>2</sup>
The total <b>DEDICATED</b> floor area used <b>ONLY</b> for business purposes is:	m <sup>2</sup>
<b><i>The annual total of the following expenses is required in order to complete the calculations:</i></b>	
Rent (if property is not owned)	\$
Insurance	\$
Repairs & Maintenance	\$
Electricity & Gas	\$
Rates & Water Rates	\$
Interest (on mortgage)	\$
Telephone & Internet	\$
Are these paid via a business bank account?	

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## Section M Motor Vehicle Expenses

Were any of the vehicles available or used privately?
Have you got a recent logbook (within the last 3 years) detailing private use?

**Indicate which vehicles you are currently paying Fringe Benefit Tax for:**

*The business use 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.*

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## Section N Entertainment Expenses

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

- Meals while travelling on business (unless with a 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 business trip
- Entertainment for charitable purposes

Attached N/A

If any of these exceptions apply to your entertainment expenditure, please provide details

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## Section O Residential or Commercial Property Rental Business

If you do not use any accounting software, please provide the following details: Attached N/A

- Rental Income
- Details of Expenses incurred incl rates, insurance and repairs

Please provide the following:

Attached N/A

- Property managers statements

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

- Property, regardless of cost price of market value e.g. a holiday home

Please note "private use" of an asset is by you, your family or associated people. It also includes when the asset is used by a non-associated person who pays you at less than 80% of market rate.

If the business has a mixed-use asset please provide the following:

Attached N/A

- Details of Income earning days
- Days it was used privately
- Days it was unused
- Income from both private and income earning days
- Expenses relating to the asset for the year

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## Section P Can we assist you with anything else?

Yes

No

- Advice we can provide regarding the impact of an adverse event (e.g. COVID-19, drought, flood, earthquake, etc.)?
- 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?
- Lowering your overhead cost by having your financial administration (payment of accounts, receipts, banking, etc) handled by us?
- Can we help with your Payday Filing obligations?
- Any specific business problems you would like us to call you about and resolve immediately or any other matters you wish to raise?

Anything else we need to know about?

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Thank you so much for completing our Annual Questionnaire