

# Client Questionnaire for Businesses

Please take the time to complete this Questionnaire as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

**Please complete the Authorisation below to enable us to complete your Financial Statements and Tax Returns**

## Authorisation

I/We authorise Winstone France Limited to complete the compilation of financial statements and other related tax returns for me/us for the 2018 financial year as per the existing terms of engagement. I/We understand that a compilation is limited to the collection, classification and summarisation of financial information supplied by me/us and does not involve the verification of that information. I/We do not require Winstone France Limited to carry out an audit or review assignment on the financial statements produced.

Pursuant to the Privacy Act 1993 I/we authorise Winstone France Limited to obtain whatever information is required from third parties to complete the preparation of my/our financial statements and tax returns and to obtain information from the Inland Revenue from time to time regarding to my tax affairs on all tax types.

Client Signature (required)

\_\_\_\_\_

Date

\_\_\_\_\_

## Update of Business Details

IRD #

\_\_\_\_\_

Business Name

\_\_\_\_\_

Postal Address

\_\_\_\_\_

Physical Address

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Email Address

\_\_\_\_\_

Work Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Mobile

\_\_\_\_\_

**Please provide the following information:**

**1 Business records**

Bank statements for all accounts (please check none missing).  
Credit card statements, if used for business transactions.  
Please identify business and private transactions.

Cheque butts and deposit books covering the full period (please check none missing).  
Identify the nature of the payment, e.g. purchases, MV expenses, stationery, private etc.  
Clearly identify any deposits that are not sales, e.g. tax refunds, rebates, sale of assets,  
loans or private funds.

**OR**

Reconciled Cash Book with 31 March Bank Statements

**OR**

Computer backup file and Printouts including General Ledger, Trial Balance, Accounts Payable, Accounts Receivable, Bank Reconciliations with the 31 March Statements attached

**2 GST & FBT Returns and calculations**

Please provide copies of your GST and FBT returns and relevant workpapers for the full year.

**3 Resident Withholding Tax**

Please provide copies of your IR4K Interest/Dividend PAYE Reconciliation

**4 Cash on Hand**

Please provide the following details of your Cash on Hand:

Till Floats	\$	_____
Petty Cash Balance	\$	_____
Unbanked Sales	\$	_____

Provide details of petty cash expenditure if not detailed on reimbursing cheque butt

**5 Stock on Hand**

Stock on Hand should be valued at the lower of cost or market value

Value at balance date \$ \_\_\_\_\_

Does this figure include GST? YES/NO

**6 Work In Progress**

Value at balance date \$ \_\_\_\_\_

Does this figure include GST? YES/NO

## 7 Accounts Receivable

Please supply list of accounts owed to you at balance date (GST inclusive and net of any bad debts written off - use separate schedule if necessary).  
Bad debts - To be tax deductible any bad debts should be written off before balance date.

## 8 Accounts Payable

Please supply list of accounts owed by you at balance date (GST inclusive)

## 9 Income in Advance

Please supply a list of income received before 31 March 2018 on account of work to be completed by you after 1 April 2018.

## 10 Interest/Dividends/Investments

Did you receive any income from Interest, Dividends or Portfolio Investment Entities (PIE) or Foreign Investment Funds (FIF) YES/NO  
If YES, please provide all statements, certificates, advices and/or advisor reports

Did you sell any shares during the year? YES/NO

## 11 Fixed Assets including Property

Did you purchase or lease any assets valued over \$500 plus GST during the year? YES/NO

If YES, please enclose any hire purchase agreement, lease agreement, invoices, sales and purchase agreements and Solicitor Settlement statements

Did you sell, trade-in or write off any assets during the year? YES/NO

Please review last years' Asset Schedule and advise of any assets you no longer have or are obsolete.

Please also note any assets not included that you think should be there.

## 12 Use of Private Dwelling for Business

This may be the use of an area as an office or for storage etc

Please supply the following details:

Interest on Mortgage	\$ _____	Insurance	\$ _____
Rates	\$ _____	Repairs	\$ _____
Electricity & Heating	\$ _____	Toll Calls	\$ _____
Telephone Line Rental	\$ _____	Other	\$ _____

Total Area of home \_\_\_\_\_ m<sup>2</sup>

Area used for Business \_\_\_\_\_ m<sup>2</sup>

### 13 Loans/Mortgages/Hire Purchase

Have you taken out or repaid any loans/mortgages during the year? YES/NO  
If YES, please provide the documents including details of Mortgagee, Term, Security, Interest Rate, Repayment Terms, and Solicitors statements.  
Please also provide loan balances and/or statements as at your balance date.

### 14 Motor Vehicles - Private Use

This section is not applicable to Companies where vehicles are subject to Fringe Benefit Tax.

If using a daily log, please provide:

Total kms for the year \_\_\_\_\_

Total business kms for the year \_\_\_\_\_

If using a percentage, please provide:

Total kms for the year \_\_\_\_\_

Percentage claimed for business \_\_\_\_\_ %

If you own more than one vehicle separate details are required for each.

### 15 Other Private Use Adjustments

Private Tolls included in your business payments \$ \_\_\_\_\_  
Business goods taken during the year for private use at cost \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_

### 16 Other Information

Were all takings banked into the business trading bank account? YES/NO  
If NO, please supply a list of what these funds were used for, distinguishing between business and personal expenditure.

Were there any business expenses paid for from private funds ? YES/NO  
If YES, please provide details

Any Other Matters e.g. Barter transactions. YES/NO  
If YES, please list on separate schedule

### 17 Donations

Donations made by the Company/Trust to 31 March 2018. \$ \_\_\_\_\_  
Please ensure all donation receipts are provided

### 18 Companies

Have there been any changes in the shareholdings since the start of the financial year? YES/NO  
If YES, please provide details.

**19 Trusts**

Have there been any changes in the trustees since the start of the financial year? YES/NO

If YES, please provide details.

Has there been any gifting during the year? YES/NO

If YES, please provide details and legal documents

**20 Earthquake**

Did you or will you receive any money from EQC/Insurance Proceeds including Business Interruption/Loss of Profits, Stock Losses, Property damage etc? YES/NO

If YES, please provide all documentation