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## 2019 BUSINESS QUESTIONNAIRE

**NAME:**

**Balance Date:**

**Please update your contact details below if there have been any changes:**

**Phone:**

**Fax:**

**Mobile:**

**E-mail:**

**Postal address:**

Please take the time to work through this questionnaire thoroughly and action each point that is applicable to you. This will greatly assist us in the efficient preparation of your annual report and tax return.



### Terms of Engagement

This engagement is subject to Mackay Bailey Limited's current Terms of Engagement which are available on our website: [www.mackaybailey.co.nz/engagement](http://www.mackaybailey.co.nz/engagement)

By signing this page you accept responsibility for all information provided to us and agree to our Terms of Engagement.

### Authority to Act and Obtain Information

We may use this authority to obtain additional information should we require it to complete this engagement.

I authorise Mackay Bailey to obtain any financial records necessary to complete my annual report and tax returns for the 2019 year. This may include, but is not limited to, bank statements, co-operative statements, insurance invoices as well as dividend and interest certificates.

I authorise Mackay Bailey to be my Inland Revenue Tax Agent for all tax types and communicate with Inland Revenue on my behalf, including communicating via electronic methods.

I authorise Mackay Bailey to communicate with financiers, banks, solicitors and other advisors as they deem appropriate to obtain information necessary to carry out this engagement.

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

### GENERAL

Is there a specific date that you require your accounts completed by? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Would you like a draft copy of the annual report before they are finalised? Yes / No

Would you like us to supply a copy of your annual report to the bank? Yes / No

Who is your bank manager? \_\_\_\_\_



<b>CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE ANNUAL REPORT:</b>	<b>Tick if applicable</b>
<p><b>Cash Book/Accounting System</b></p> <p>Please supply a back-up of your electronic accounting system if you use one. Please also advise the password if applicable. You can e-mail a back-up to <b>backups@mackaybailey.co.nz</b> if you prefer.</p>	
<p><b>Bank Statements</b></p> <ul style="list-style-type: none"> <li>• For all accounts operated by the business. Statements should cover the full period plus one month after balance date. Please obtain any missing statements from your bank.</li> <li>• All cheque books and deposit books.</li> <li>• You can note income or withdrawal details on the bank statements, including automatic payments, if this is preferred.</li> </ul>	
<p><b>GST Returns</b></p> <p>Please supply your copies of <b>all GST returns and workings</b> for the year</p>	
<p><b>FBT Returns</b></p> <p>Please supply your copies of <b>all FBT returns and workings</b> for the year</p>	
<p><b>Shares</b></p> <p>If the business has bought or sold any shares during the year please supply details of the price, number of shares traded and date of purchase / sale.</p>	
<p><b>Accounts Receivable / Debtors</b></p> <p>Please supply a list of amounts owing to you at balance date. The transactions for the month following balance date will give this information provide most of this information.</p>	
<p><b>Payments &amp; Invoices</b></p> <p>Supply <b>all</b> invoices paid</p>	
<p><b>Solicitor's Invoices</b></p> <p>Please supply <b>all</b> invoices for legal services(To enable analysis of legal fees)</p>	
<p><b>Accounts Payable / Creditors</b></p> <p>Please provide a list of amounts or invoices payable at balance date. The transactions for the month following balance date will give this information will provide most of this information.</p>	
<p><b>Term Loans/Hire Purchase Agreements</b></p> <p>Please supply all loan statements and new hire purchase agreements and confirmation of the loan balance as at balance date.</p>	



<p><b>Insurance</b></p> <p>Please supply the premium summary and a copy of any invoices for insurance.</p> <p>If you received any insurance claim/EQC proceeds during the year please include copies of the documentation.</p>	
<p><b>ACC LEVIES</b></p> <p>Please supply copies of any ACC levy invoices paid during the year.</p> <p>We now offer an ACC administration service to check and interpret all invoices issued by ACC on your behalf, see page eight for details.</p>	
<p><b>Interest Certificates</b></p> <p>These are normally sent by banks in April each year.</p>	
<p><b>Dividend Certificates</b></p> <p>Please provide all dividend certificates received, including details of shares received in lieu of dividends.</p>	
<p><b>Rates/Government Valuation</b></p> <p>Please supply a copy of the Rates notice or Government Valuation notice if there has been an updated valuation issued during the year.</p>	
<p><b>Gifting</b></p> <p>Please supply details of any gifting from loans to family members or trusts.</p>	
<p><b>STOCK ON HAND / WORK IN PROGRESS</b></p> <p><b>Stock on hand</b> at balance date should be counted and valued, separate stock sheets should be prepared for stock purchased for resale, stock used in production and stock manufactured. Include any stock you have on consignment. Stock on hand should be valued using the lower of:</p> <ul style="list-style-type: none"> <li>(i) Cost</li> <li>(ii) Market Selling Price</li> </ul> <p><b>NB</b> If your turnover is less than \$1,300,000 and you estimate the value of your stock on hand as being less than \$10,000 you are permitted to use the value of your opening stock (i.e. last year's stock on hand) as being the value of your current year's stock on hand.</p>	



<b>If you need any assistance with stock valuation please contact us.</b>	
Specify whether GST is included or excluded.	<b>Included / Excluded</b>
Date of Stock take:	____/____/____
Value of Stock on Hand:	\$ _____
<b>Work in progress</b> at balance date should be counted and valued and schedules should be prepared as for stock on hand. Work in progress should be valued at cost of materials, direct labour and factory overhead after deducting progress payments. Profit margins should not be included.	
Specify whether GST is included or excluded.	<b>Included / Excluded</b>
Value of work in progress:	\$ _____



<p><b>Major Transactions</b></p> <p>Please supply documentation and invoices relating to any major transactions such as the sale or purchase of significant assets or property. This will ensure that we treat this expenditure correctly and maximise the depreciation claim.</p>	
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<b>NEW ASSETS PURCHASED OR CAPITAL IMPROVEMENTS</b>			
Asset Description	Total Paid	Date	Details of Any Asset Traded In

<b>PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR</b>				
(Please refer to your last years fixed asset and depreciation schedule included with your annual report)				
Asset Description	Date Sold	Total Received	Tick If Scrapped	Details of Replacement Asset if Traded

<b>WAGES TO FAMILY MEMBERS</b>	
Have wages been paid to family members with no PAYE deducted?	Yes / No
If yes, please advise the names of the family member and the amount paid	
Name: _____	Amount Paid: _____
Name: _____	Amount Paid: _____



**INTEREST PAID TO FAMILY MEMBERS**

Please provide details of interest paid to family members:

Name: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Name: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**BUSINESS MOTOR VEHICLE(S)**

Inland Revenue require log books to cover three months and to be updated once every three years.

What period did your last log book cover? \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

From your log book, please supply total distances travelled this year, distances travelled on business matters, or alternatively supply us with your three month log book.

<b>Vehicle:</b>	1.	2.
Business Travel	_____ kms	_____ kms
Total Distance Travelled	_____ kms	_____ kms

Have GST adjustments been made for private use during the year? Yes / No

If yes, please supply details.

**PRIVATE USE**

Portion of expenses incurred to be allocated as private:

**GST Included / Excluded**

Telephone (if easier, include a copy of your phone bill) \$ \_\_\_\_\_

Tolls (actual) \$ \_\_\_\_\_

Goods for own use (at cost price) \$ \_\_\_\_\_

**BUSINESS EXPENSES FROM PERSONAL FUNDS**

Please list Expenses paid out from personal funds relating to business and / or supply invoices/details.

Paid to : \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Paid to: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Paid to: \_\_\_\_\_ Amount Paid: \_\_\_\_\_







Have there been any distributions to shareholders during the year?

Yes / No

(At the time of distribution the Directors must sign a certificate that the company is solvent).

Please provide details of company vehicles available for private use and other benefits provided to Directors, Shareholders and Employees.

**NOTES**



## CAN WE HELP YOU?

We offer a number of other services in addition to annual report and income tax returns.

### **GST Administration and Cashflow Reporting**

We offer a GST return preparation service and cash flow reporting service. This service relieves you of the hassle of preparing GST returns and provides year-to-date cash flow information each GST period. Would you like more information on this service? Yes / No

### **Accounting Software**

We supply and support a number of software packages suitable for businesses including Xero, the MYOB range of products and CRS Cashmanager.

Are you interested in a new system or a review of your existing system? Yes / No

### **Payroll**

We can assist you with your employee payroll, including payroll software and any pay related queries. Would you like further information on our payroll service or software? Yes / No

### **Accident Compensation Cover**

We now offer an ACC administration service to check and interpret all invoices issued by ACC on your behalf. Would you like more information on this service? Yes / No

ACC CoverPlus Extra is an agreed value income replacement insurance package offered by ACC that is particularly well suited to businesses. This policy can be used to reduce your levy costs if you have a high income or set a reasonable level of cover in a lower income situation.

Are you interested in ACC CoverPlus Extra? Yes / No

### **Review of your Insurance**

Have you reviewed the level of your life and income protection insurance cover recently? Yes / No

### **Asset Protection & Succession Planning**

When was your will last updated? \_\_\_\_\_

### **Strategic Planning**

Do you require assistance developing your succession plan or business goals? Yes / No

Does the ownership structure of your assets and investments need reviewing? Yes / No

Please make sure that the records you supply are **complete**. If some information has been mislaid, **please obtain copies**.

**Thank you for completing this questionnaire. Please sign where indicated on page 2.**