

## Business Questionnaire – 1 April 2010 to 31 March 2011

Business Name		IRD Number	- -
Address		Phone	
Email		Cellphone	

### Transaction Records Required

- BankLink DIY file - please email us your file.
- MYOB general ledger summary & general ledger detail printouts, cashbook, or spreadsheet, analysed and reconciled to the bank statements monthly and including any cash expenses.
- All bank statements including any savings account or term deposit to 31 March 2011.
- Suppliers' invoices (bills paid) filed in date paid order.

### Interest and Dividend Certificates

- Attach / enclosed copies of certificates.
- N/A - I/We have no interest & dividends.

### Current Assets

- Cash on Hand \$\_\_\_\_\_ (Sales not banked prior to balance date)
- Till Floats \$\_\_\_\_\_ (Including petty cash)
- Work In Progress \$\_\_\_\_\_ (Work done, not invoiced at balance date excl. GST)
- Stock On Hand \$\_\_\_\_\_ (Valued at cost excl. GST)
- Accounts Receivable \$\_\_\_\_\_ (Attach detailed list of individual amounts owing to you)
- N/A - I have no current assets at balance date.

### Current Liabilities

- Accounts Payable \$\_\_\_\_\_ (Attach detailed list of amounts owing by you at balance date)
- N/A - I owe no money at 31<sup>st</sup> March.

### IRD Records

- GST Returns (Including audit trail or workpapers)
- PAYE Returns (Including workpapers and wage book)
- FBT Returns (Including workpapers)

### Capital Expenditure or Fixed Assets

- Asset Purchases (Attach invoices of new assets such as properties/plant/equip/motor vehicles)
- Asset Disposal (Provide details of assets sold or scrapped including sale price)
- N/A - We have not sold or purchased any assets during this financial year.

**Motor Vehicle**

- Log book for vehicles not 100% business use (Completed for a three month period every three years)
- Log book previously supplied, no change to percentage of use.

**Legal and Loan Documents**

- Solicitor's statements and sale and purchase agreements relating to any legal transactions or asset purchases or sales during the year.
- Statements for any mortgages, hire purchases, leases or loans to 31 March.
- Agreements for any new mortgages, hire purchases, leases or loans.
- N/A - We have no legal documents or loans.

**Individual Questionnaire**

- Individual questionnaire for a sole trader or one each for shareholder/partner related to this entity.

**Home Office Expenses**

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Business Area _____ M2/Ft2	Power	\$ _____
Total area of house & other buildings _____ M2/Ft2	Insurance (building & contents)	\$ _____
<input type="checkbox"/> Same percentage as last year	Interest (house mortgage) / rent	\$ _____
	<i>Interest documents must be provided</i>	<input type="checkbox"/> ATTACHED
	Rates	\$ _____
	Repairs & maintenance	\$ _____
	Telephone rental & internet	\$ _____
	Other	\$ _____