



# smart business centre

Not Your Ordinary Accountants

## Business Questionnaire

This questionnaire is for Sole Traders, Partnerships, Companies & Trading Trusts

NAME \_\_\_\_\_

TRADING NAME \_\_\_\_\_

SUBURB \_\_\_\_\_ CITY \_\_\_\_\_

POSTCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

This email address will be used for all tax returns, invoices, tax notifications, and communication.

The following questions collect the information we require to complete the tax return. Please provide as much information as possible. By submitting this form, you are confirming that all information supplied by you is complete and correct at the time of submission. We will utilise the information provided to complete your financial statements and/or tax returns.

### BUSINESS ACTIVITY

Did the nature of your business activity change during the tax year or for companies were there any changes to Directors, Shareholders, or Shareholdings?

No  Yes If yes please list any changes \_\_\_\_\_

### ACC LEVIES

Description of business activity \_\_\_\_\_

How many hours did you work in your business?

Under 30 Hours  Over 30 hours

## ACCOUNTING SYSTEMS

Which accounting system have you used during the year?

Xero

Manual cashbook

System other than Xero(e.g. MYOB)

(Please upload your cashbook and bank statements)

(Please contact us to arrange the most efficient way transfer the data to our system)

## ACCOUNTS RECEIVABLE (Debtors) / ACCOUNTS PAYABLE (Creditors)

Did you have any Debtors at 31 March that are not entered in Xero?

No  Yes

Please provide us with a list of your Debtors (people that owed you money) and the amount (including GST) as at 31 March. You can list it below or attach receipts.

| Name | Invoice Date | Amount |
|------|--------------|--------|
|      |              |        |
|      |              |        |

Did you have any Creditors at 31 March that are not entered in Xero?

No  Yes

Please provide us with a list of your Creditors (money that you owed) and the amount (including GST) as at 31 March. You can list it below or attach receipts.

| Name | Invoice Date | Amount |
|------|--------------|--------|
|      |              |        |
|      |              |        |

## LOANS, HIRE PURCHASE AND LEASE AGREEMENTS

Did you have any loans, hire purchases, or lease agreements during the year?

No  Yes

If yes, we require copies of new finance agreements and a statement showing interest and principal payments on existing agreements for the period 1 April - 31 March.

## INVESTMENTS

Did you purchase or sell any investments (including investment property) during the year?

No  Yes

If yes, please upload documentation showing purchase/sale and dividends.

**CASH ON HAND**

Did you have any cash on hand as at 31 March (including till floats, petty cash, and sales not yet banked)?

No  Yes  If yes, please provide an amount \$\_\_\_\_\_

**INVENTORY / STOCK ON HAND**

Was your stock on hand more than \$10,000.00 at 31 March?

No  Yes

If yes, please provide the stock value at the lower of either Cost or Market Value \$ \_\_\_\_\_

Do you have livestock?

No  Yes

Please contact us to arrange the most efficient way to transfer the data to our system.

**OVERSEAS INCOME**

Did you receive any income from any overseas sources?

No  Yes

If yes, please provide documents relating to overseas pensions and income. As there is complex tax legislation in relation to this, we need to determine the tax implications (if any).

**FIXED ASSETS**

Did you purchase any assets over the value of \$1000?

No  Yes

If yes, please attach receipts \$\_\_\_\_\_

Have you sold, written off, traded, or disposed of any Assets?

No  Yes

If yes, please attach receipts \$\_\_\_\_\_

## **GOODS TAKEN FOR PERSONAL USE**

Were any goods or stock taken for personal use for the year ending 31 March?

No  Yes

If yes, please provide an amount \$ \_\_\_\_\_

## **VEHICLE EXPENSES**

If the vehicle is NOT owned by a company, every three years a logbook must be kept for a period of 90 consecutive days to determine the percentage of business use. Alternatively, supply the kilometers traveled in your personal vehicle for business use.

Did you use your personal vehicle for business use?

No  Yes

If yes, please provide logbook.

## **GOODS TAKEN FOR PERSONAL USE**

Were any goods or stock taken for personal use?

No  Yes

What was the value (cost price) of goods/stock taken? \$ \_\_\_\_\_

## HOME OFFICE CALCULATION

Do you have an area at the residential address you are using as an office or for storage?

No  Yes

### Percentage to claim.

For us to accurately calculate your home Office claim, we need to know the measurement of the area used as an office or for storage in relation to the total residential building's measurement.

- the area used should NOT include your toilet/bathroom, kitchen, etc. (unless specifically available for use by your customers): and

- the area used can include storage areas if you are storing items, documents, equipment, and tools used for your business.

|  |  |
|--|--|
| Area used for business (m2).           | Area of residential buildings (m2).                            |
| Rates (including Water) per year.      | Power per year.  |
| House/Contents Insurance per year.     | Repairs (on home office area).                                 |
| Rent payments (if property not owned). | Mortgage Interest per year (do not include principal portion). |
| Telephone & Internet.                  | Other (please specify)   |

## TRUST ADMINISTRATION

Are you completing this questionnaire for a trust?

No  Yes

If yes, please provide documents in relation to any Deeds of Acknowledgement of Debt or Forgiveness in Reduction

Any Gifts made to the Trust actioned during the year

No  Yes

If yes, please provide documents in relation to any Gifts made to the Trust actioned during the year - Including copies of Gift Statements

Have there been any changes to trustees during the year?

No  Yes

If yes, please provide details for any changes to trustees.

| Full Name of New Trustee: | Contact Details of the New Trustee: | Name of Retiring Trustee: | Date of Change: |
|---------------------------|-------------------------------------|---------------------------|-----------------|
|                           |                                     |                           |                 |
|                           |                                     |                           |                 |
|                           |                                     |                           |                 |

Have there been any changes to beneficiaries during the year?

No  Yes

If yes, please provide details for any changes to beneficiaries.

| Full Name of Beneficiary: | Date of Birth: | Address: | IRD Number: | Date of Change: | Change Occurred (Added or Removed) |
|---------------------------|----------------|----------|-------------|-----------------|------------------------------------|
|                           |                |          |             |                 |                                    |
|                           |                |          |             |                 |                                    |
|                           |                |          |             |                 |                                    |

### **ADDITIONAL INFORMATION**

Is there anything else you would like us to know? \_\_\_\_\_

### **MEETING**

Would you like a meeting to discuss your financial statements once they have been completed?

No  Yes