

31 March 2011

CLIENT:

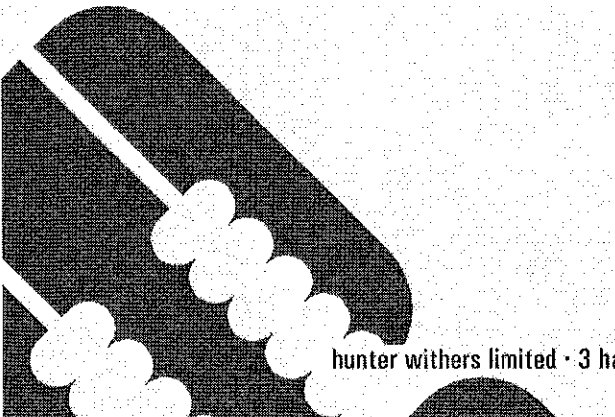
QUESTIONNAIRE
FOR THE YEAR ENDED
31 MARCH 2011

PLEASE BRING THE FOLLOWING RECORDS IN TO US:

1. BANK TRANSACTIONS

- | | (Please tick
if enclosed) | (N/A) |
|---|------------------------------|--------------------------|
| ➤ Computerised Cash Book - Disk or Trial Balance, Transaction List & Ledgers | <input type="checkbox"/> | <input type="checkbox"/> |
| OR | | |
| ➤ Business Bank Statements for the financial year and the month following balance date. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Cheque books for the above bank statements with all expenditure (including private expenditure) correctly identified | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Deposit books for the above bank statements with all income correctly identified. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Manual Cashbook , if prepared. | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Credit Card Statements , if they have any business transactions | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Invoices/Vouchers for payments and receipts | <input type="checkbox"/> | <input type="checkbox"/> |

BUSINESS ADVISORS AND CHARTERED ACCOUNTANTS



hunterwithers[®]

hunter withers limited • 3 harris street • po box 13 • pukekohe • phone 09 238 5396 • fax 09 238 3431

7. ACCOUNTS PAYABLE / SUNDRY CREDITORS

(ie. Money you owe at balance date)

Please attach a Summary / Schedule; **OR** List Below

NAME	DETAIL	AMOUNT (GST incl)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

8. GST / FBT

(Please tick if enclosed)

➤ Attach **all workpapers** and copies of all GST and FBT returns for the financial year.

9. MOTOR CAR / STATION WAGONS / UTES

You will need a Log Book to verify business percentage's

Vehicle	Have you got a log book	Log book period	Business %
	YES / NO		
	YES / NO		
	YES / NO		

Please note, it is an IRD requirement, (and it is your responsibility) to ensure you maintain the Log Book **every 3 years for a period not less than 90 consecutive days.**

10. LOANS AND MORTGAGES

(Please tick if enclosed)

- Attach all statements showing **details of repayments and interest**
- Confirmation of **balances at balance date**
- Details of any **private or family loans** for which there may be no official documentation
- **Hire purchase** agreements, lease agreements & Legal Statements

11. ASSETS PURCHASED DURING THE YEAR

- Please provide invoices.
List full details of the cost, trade-in allowances, date purchased and vendor. State whether cost includes or excludes GST.

12. ASSETS SOLD OR DISPOSED OF DURING THE YEAR

- Check against last year's depreciation schedule, and advise if any assets have been sold or scrapped.
- List item, date, sale price and purchaser. State whether sale price includes or excludes GST.

13. SOLICITORS STATEMENTS

- Attach all statements relating to legal transactions during the year

14. OTHER INFORMATION

(Please tick if enclosed)

- Schedule of **petty cash** expenditure and business expenses paid out of private funds, where appropriate.

- Was all business income banked into your business trading account? YES / NO

If **NO**, please advise details and amounts applied to:
 - Personal expenditure
 - Business expenditure
 - Lodged into other bank accounts

- Were all deposits into the business trading account for business income? YES / NO

If **NO**, please clearly mark these deposits (eg wages, sale of assets, loan monies, additional capital, deposit from other accounts, dividends, interest received, insurance claims)

- **Goods taken for private use.** Please supply the cost price of goods taken for personal use \$ _____

- Please provide details of all **Swaps or Barter** deals including the value of each

- **Interest & Dividends,** Please supply relevant documents and Resident Withholding Tax Certificates. Including any Overseas Income

- Attach all business **insurance** premium notices

- Attach all **ACC** invoices for the year

- Attach details of major **Repairs and Maintenance** to business assets during the financial year, to ensure that your claim for tax purposes is maximised

- Have you or any relative, (or your Family Trust, or any other company that you, or they have shares in) received any goods or services from the business which has not been charged or paid for at normal market price? Eg using business assets for private use, taking cash or goods that you didn't pay for etc YES / NO

- Do you use any **private assets for business** use? YES / NO
If **YES** provide details

- Do you use your **Home for Business** purposes? YES / NO

If you do what is the percentage of business use based on the floor area? _____ %

15. EMPLOYEES / CONTRACTORS

- Did you employ any person during the year to whom board and lodging was provided, YES / NO
- Did you tax the employee for the **value of board** and lodging YES / NO
If **YES**, please supply details of period employed and the amount of board and lodging that you taxed your employees on
- Details of Wages paid to **YOUR CHILDREN** names & hours worked etc
- Details of all Trading stock/Livestock provided to farm staff / children as a reward
- Did all employees have PAYE deducted from their gross wages during the year YES / NO
- Did all Contractors have withholding tax deducted YES / NO

Most contractors should have tax deducted from payments to them. Please check with us if you are unsure of this requirement.

16. BUSINESS ACTIVITIES

- Has the nature of your business changed significantly during the last 12 months, If **YES** please explain YES / NO

17. COMMITMENTS / CONTINGENT LIABILITIES

- Supply details if you are committed at balance date to any future expenditure not of a routine or ongoing nature. (eg purchase of a new asset) or any significant liability pending (eg legal action against you, guarantees etc)

18. STUDENT LOAN

- Do you have a student loan YES / NO

19. WORKING FOR FAMILIES TAX CREDITS

➤ Are you registered for Working for Families Tax Credits? YES / NO

➤ Have you been receiving Working for Families Tax Credits? YES / NO

If **YES**, please provide details

➤ Do you have any dependent children aged 18 or under? YES / NO
 This means children you support financially who don't:
 • work more than 30 hours a week, or
 • receive a student allowance, a benefit or other government assistance.

➤ Are you in paid work for at least:
 • 30 hours each week as a couple, eg one person works 5 hours and the other works 25 hours, or YES / NO
 • 20 hours each week as a single parent YES / NO

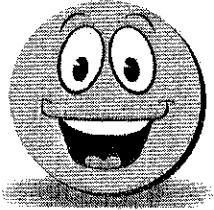
➤ Did you start or stop living with a partner, even temporarily during the year YES / NO
 If **YES**, please provide details

➤ How much child support/maintenance has been **received from** a former partner? \$ _____

➤ How much child support/maintenance has been **paid to** a former partner? \$ _____

Please complete for all children:

SURNAME	CHRISTIAN NAME	IRD NO	D.O.B	DATE LEFT SCHOOL etc



THANK YOU

We appreciate your time in completing this questionnaire.
 If you have any questions regarding this questionnaire, please contact our office where our staff will be able to guide you.

