

It is the end of another financial year!

Please take the time to fill out the following questionnaire to ensure that everything is captured during the preparation of your financial statements.

Please also include any other details which you may think are relevant in the preparation of your accounts.

### Business Details

<b>Name</b>	
<b>Nature of Business</b>	
<b>Postal Address</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>Lawyer</b>	

**If there is a particular date that you require your Financial Statements to be prepared by please let us know so that we can ensure that they are completed in this timeframe.**

**Please supply the following details for the financial year (01/04/19 – 31/03/20):**

- △ A list of any cash expenses paid during the year – that didn't go through the business bank account.
- △ A list of any accounts payable (money owing by you to suppliers) and accounts receivable (money owed to you by customers) as at 31 March 2020.
- △ Cash on Hand as at 31 March 2020 \_\_\_\_\_
- △ Stock on Hand as at 31 March 2020
  - Value of stock on hand \_\_\_\_\_
  - Value of work in progress \_\_\_\_\_
- △ GST Returns
  - Copies of GST returns filed with IRD along with relevant workings.
- △ Loan statements and details of any new loans and/or hire purchases
- △ Fixed Assets – Please attach a list of any assets that have been sold or written off during the year.

- △ Solicitors Statements for any legal transactions.
- △ Wages records.
- △ Cash and goods taken from the business for personal use \_\_\_\_\_
- △ Do you have a vehicle log book? If yes, please advise the business % of the running and the date it was last kept \_\_\_\_\_
- △ Have any business assets been used for private purposes? If so, please provide the details below

△ Do you have a home office? If so, please advise the following:

<b>Total Area of Buildings in m2</b>		<b>Area used exclusively for business purposes in m2</b>	
<b>Annual Costs:</b>			
Mortgage interest		Repairs and Maintenance	
Insurance (house and contents)		Rent Paid	
Rates		Power	

- △ **Expenses**
- △ Repairs and Maintenance – please provide details of items over \$1000
- △ Insurance – copies of invoices for insurance premiums paid
- △ Copy of all legal expense invoices

### Personal Information

- △ Interest Certificates
  - For bank accounts, term investments and other company deposits.
- △ Dividend Certificates
- △ Donation Receipts
- △ Details of any overseas income
- △ Do you have a student loan? YES/NO
- △ Working For Families Tax Credits
  - Have any of the care arrangements with your child/ren changed during the financial year? YES/NO
  - Do your children have IRD numbers? YES/NO

Childs Name	Date of Birth	IRD Number