

# JDW Chartered Accountants Limited

## Business Information Questionnaire

### For the 2019 Year



Client Name: \_\_\_\_\_

Date sent: \_\_\_\_\_

**1 Basic Information:**

Convenient time to call you is: \_\_\_\_\_

When do you want your accounts completed by? \_\_\_\_\_

Would you like us to supply a copy to your bank? Yes / No

If your accounts are to be supplied to your bank, please advise the name and contact details of your current bank manager:

\_\_\_\_\_

Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:

Please advise us of any changes in name, address, contact phone numbers or email address:

\_\_\_\_\_  
\_\_\_\_\_

Please answer all questions on the Questionnaire and provide all information requested when you send us your accounting records. This will ensure that your returns are prepared by us as quickly as possible. If a question does not apply to your situation, mark N/A on the question.

**2 Cash On Hand**

	\$	Date banked
Cash on Hand, including unbanked sales	_____	_____
Petty cash	_____	_____
Till floats / cash floats	_____	_____

**3 Bank Accounts**

If you are using accounting software or reconciled cashbooks:

Copy of bank reconciliation as at balance date for all bank accounts

**Tick or Y if attached**

Final bank statement / loan statement / credit card statement showing the balance at year end

(Account) \_\_\_\_\_  
 (Account) \_\_\_\_\_  
 (Account) \_\_\_\_\_  
 (Account) \_\_\_\_\_


**3 Bank Accounts cont.**

If you are NOT using accounting software or reconciled cashbooks:

**Tick if attached**

All bank statements / loan statements / credit card statements for the year  
 Cheque butts, receipt books, deposit books. Clearly marked, so we can distinguish expense or  
 drawings, sales or owner funds

(Account)	
(Account)	
(Account)	
(Account)	

**4 Cashbooks and Income/Expense Summaries**

All cashbooks for the year, or Income and Expense summaries

**5 Desktop Accounting Software**

Backup file of your MYOB or other accounting ledger

This can be uploaded to our portal or Dropbox rather than emailed

**6 Online Accounting Software**

If we don't already have access to your ledger, please invite us as a User, or provide a User name and Password below

\_\_\_\_\_

**7 Accounts Receivable / Debtors / Customer balances**

Attach a list of names and balances owing (incl GST) at year end if not included in software

Write off any bad debts before balance date. List them

\$ \_\_\_\_\_

Are any debts doubtful? List them

\$ \_\_\_\_\_

**8 Prepaid Expenses**

Attach a list of names, amounts paid (incl GST) and number of months prepaid

**9 Stock / Inventory**

What is the total value of stock (excl GST) at balance date? Attach a list.

\$ \_\_\_\_\_

Which method did you use for valuing stock?

Cost / Net Realisable / Market

What is the total value of work in progress (excl GST) at balance date?

\$ \_\_\_\_\_

Include labour and overheads in your calculation.

What is the value of stock removed from the business for private use?

\$ \_\_\_\_\_

What is the value of goods in transit (ordered but not received)?

\$ \_\_\_\_\_

Have the goods in transit been paid for? Included in your creditors list?

\_\_\_\_\_

**10 Property, Plant & Equipment**

Attach invoices for PPE costing over \$500 (excl GST) during the year, if not shown already

Include finance agreements, details of payment if not paid through business bank.

Review last year's depreciation schedule. Which items have been sold, traded in, scrapped?

For properties, please include legal settlement statement, sale & purchase agreements

Provide details of sales or trade ins if not shown in the business bank account.

**11 Goodwill and Other Intangibles**

Provide details of businesses purchased during the year, including legal settlements

If a part of your business has ceased or declined, let us know so we can consider impairment

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**12 Investments**

List investments bought and sold during the year

Provide a schedule of investments, showing quantity, cost and market value at year end

**13 Accounts Payable / Creditors / Supplier balances**

Attach a list of names and balances owed by you (incl GST) at year end if not in software

**14 Revenue in Advance**

Attach bulk funding invoices or a list of customer deposits (incl GST)

**15 GST Returns**

If you have completed GST returns yourself, provide GST workings

**16 Loans, Finance Leases and Hire Purchases**

Provide a schedule of loans, leases and HPs, listing amounts due, interest rates, security and guarantees, repayment terms, covenants

**17 Operating Leases**

List all non-cancellable operating lease agreements as at year end

Rental amounts, repayment terms

**18 Contingent Liabilities & Subsequent Events**

Are there any events which may give rise to a liability in future? E.g. law suit.

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Are there any major events since year end which we should disclose? E.g. business sale

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**19 Investment Income**

Interest and dividend certificates received during the year

**20 Entertainment**

Deductibility of business entertainment is restricted to 50% of amounts incurred.

Have you already adjusted your GST claim for entertainment?

Yes / No

**21 Vehicle Expenses**

For private vehicle used for business, please advise business kms travelled in year

Vehicle make Kms

For business vehicles, either a private use apportionment or fringe benefit tax (FBT) will apply.

Private use: Logbook kept for 3 months, every three years Business %

Vehicle make

Vehicle make

FBT: Copies of workings if prepared by you

**22 Payroll / Wages**

Are you employing staff and Payday Filing from 1 April 2019? Yes / No

**22 Home Office / Workshop Allowance**

If you use part of your home for business purposes please advise details

Area of Total House \_\_\_\_\_

Area of Office / Workshop / Storage \_\_\_\_\_

Home Expenses:

Interest \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Water Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Power & Gas \$ \_\_\_\_\_

Repairs & Maintenance \$ \_\_\_\_\_

Other e.g. Body Corporate \$ \_\_\_\_\_

Telephone - landline \$ \_\_\_\_\_

Internet \$ \_\_\_\_\_

**23 Business Expenses Paid Personally or From Sales**

List any out-of-pocket expenses which have not been reimbursed by the business

List any expenses which have been paid from business takings before they were banked

**24 Insurances**

Have you reviewed the adequacy of your business insurances this year?

Fire & general, public liability, cyber, professional indemnity, business interruption, ACC coverplus

**25 Trust overseas beneficiaries**

If this entity is a trust, list the names, birthdates and country of residence of any beneficiaries or potential beneficiaries living overseas

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**Declaration**

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements.

I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person..

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Client Name: \_\_\_\_\_

Signed \_\_\_\_\_



