

JDW Chartered Accountants Limited
Business Information Questionnaire
For the 2020 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) _____	

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

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.

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

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

If you employ staff, How much holiday pay owing at balance date?

How much holidays paid within 63 days after balance date?

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

26 Trust Review

Trust law is changing from 1 February 2021, requiring more disclosures to potential beneficiaries.

Would you like us to review your trust with you?

Yes / No

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 _____

