

Financial Statements – 2023

Business Questionnaire



Client / Entity Name	
Balance Date	31 March 2023
Email	
Mobile Phone	

Please sign the authorisation below, complete this questionnaire and send to us along with your records.

Authorisation to Access Information

To: Lynda Stevenson Chartered Accountants Limited.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns until further notice. This includes obtaining information through all Inland Revenue media and communications channels.

I/We accept responsibility for the accuracy of the information provided to you. I/We are also responsible for any tax consequences that result.

Signature _____

Date _____

**Thank you for completing the questionnaire
Please ensure you sign this page**

Records Required For 12 months to Balance Date	✓	Comment
Bank Statements, Xero, Cash Manager, etc		
<p>Where you operate a Computerised Cashbook or Integrated Accounting Software package</p> <p>Please provide:</p> <ul style="list-style-type: none"> • Backup copy as at end of financial year (please include Password if necessary) • Copy of Bank Reconciliation as at balance date for all bank accounts. • Final Bank Statement for year for all bank accounts. • If you run Inventory, an Inventory Summary report (at cost) at balance date. • Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date. <p>Cashbook (MYOB, Cash Manager, Xero) _____</p>		<p>Password _____</p>
Loan Statements		
<p>Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.</p>		
Goods & Services Tax (GST) Returns		
<p>Supply copies of GST Returns as filed.</p> <p>If GST Returns are saved in Xero – please advise.</p>		

Employers - Wages paid to Employees		
Please provide details of wages paid from records held. Payroll system used: Xero payroll, Ipayroll, Ace, Smart payroll, Edge Payroll.		
Fringe Benefit Tax (FBT) Returns		
Supply copies of FBT Returns.		
Interest & Dividends		
Supply copies of certificates for all investments.		
Cash On Hand		
Cash on Hand* \$ _____ Date Banked ___/___/___ Petty Cash \$ _____ Till Floats/Cash Floats\$ _____ * (Include cash sales prior to balance date but not banked until after balance date)		
Stock On Hand		
Stock must be physically counted and adequate records retained to substantiate the physical count. Stock on hand should be valued at the lower of cost, market selling value or replacement value.		\$ _____ GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
Work In Progress		
Work in Progress should be valued at cost of materials, direct labour and factory overheads less any progress payments		\$ _____ GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
Accounts Receivable (Debtors) – See attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled <u>OR</u> If a computerised Cashbook or Integrated Accounting Software Package is used, include Debtors Report as at balance date		\$ _____ GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>

Bad Debts		
Please provide a schedule for Bad Debts Written Off during the Year		\$ _____ GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
Accounts Payable (Creditors) – See attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled OR If a computerised Cashbook or Integrated Accounting Software Package is used, include Creditors Report as at balance date		\$ _____ GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicle, plant and equipment and properties. Where applicable please provide the following details; <ul style="list-style-type: none"> • Hire Purchase or loan agreements • Lease agreements • All legal statements, agreements and solicitors invoices • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoice • Valuations • Details of any insurance claims/payments relating to the Christchurch Earthquakes. 		
Repairs & Maintenance		
Attach details of items over \$1000.		
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts not banked and where they were lodged		\$ _____
Legal Documents		
Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure.		

Private Use Adjustments

Portion of expenses paid by the business to be allocated as private;

- Telephone
- Power
- Insurance
- Value of Goods taken for private use

\$ _____

\$ _____

\$ _____

\$ _____

Or GST Included
 GST Excluded

Expenses paid in cash or from Personal Funds

Please provide a list if applicable

Motor Vehicles

Where you do not pay Fringe Benefit Tax on motor vehicles, please provide the proportion of motor vehicle business use as established in your vehicle log book(s):

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

Date logbook last prepared _____

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Power \$ _____

Insurance \$ _____

Interest \$ _____

Rates \$ _____

Total \$ _____

Business Area _____ m

Total Area of House _____ m

Other Information

Details of anything else we should be aware of in relation to the preparation of your accounts.

Thank you for completing this questionnaire

Don't forget to sign the Authorisation on page 1

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31 March 2023

Name of Debtor	Description of Sale	Code	Net Amount	GST	Total Incl GST
Totals					

Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at 31 March 2023

Name of Creditor	Description of Goods	Code	Net Amount	GST	Total Incl GST
Totals					