

# Company Questionnaire

## Tax Matters Completes GST/Not GST Registered

### For the year ended 31<sup>st</sup> March 2018

Please ensure this questionnaire is completed and included with your records

Company Name:		Phone:
Balance Date:		Cellphone:
Email:		Convenient time to call:
Physical Address:		
Postal Address:		

To: Tax Matters 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records Required	✓	Comment
<b>Bank statements, cheque butts, Cash Manager etc</b>		
Where <b>no Cashbook</b> is supplied, please provide and include <b>one month</b> past balance date:		
• Bank statements including any savings account or term deposit	<input type="checkbox"/>	
• Cheque and deposit butts showing the nature of each payment/deposit	<input type="checkbox"/>	
• Receipt books. Make sure any items not for business sales are clearly marked	<input type="checkbox"/>	
• Suppliers invoices filed in cheque number order	<input type="checkbox"/>	
<b>Or, Where you supply a written Cashbook</b> , please provide and include <b>one month</b> past balance date:		
• Cashbook, written up, analysed and reconciled to the bank statements monthly	<input type="checkbox"/>	
• Bank statements including any savings account or term deposit	<input type="checkbox"/>	
• Cheque and deposit butts showing the nature of each payment/deposit.	<input type="checkbox"/>	

<p><b>Or, Where you supply a computerised Cashbook, please provide:</b></p> <ul style="list-style-type: none"> <li>• Backup disk as at the end of the financial year or email files to us</li> <li>• Final bank statement for year for all bank accounts</li> <li>• Transaction listing for Accounts Payable and Accounts Receivable as at balance date</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Password: _____  If you use Xero, please arrange to invite us as a user
<b>Loan Statements</b>		
Supply a copy of any loan transaction for the financial year up to your balance date.	<input type="checkbox"/>	
<b>Employers – Wages paid to Employees</b>		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD <b>OR</b> Send a copy of your Employer Monthly Deduction Schedule (IR348)	<input type="checkbox"/>  <input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of FBT Returns and Workpapers	<input type="checkbox"/>	
<b>Interest and Dividends Received</b>		
Supply copies of certificates/dividend advice notes	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>OR</b> Where a computerised Cashbook or Integrated Accounting Software package is used, please include Debtors Report as at balance date	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
All accounts or amounts owing as at balance date should be scheduled <b>OR</b> Where a computerised Cashbook or Integrated Accounting Software package is used, please include Creditors Report as at balance date	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/>
<b>Bad Debts</b>		
Please provide a schedule for Bad Debts Written Off during the Year (Remember, Bad Debts need to be written off the debtors ledger before balance date to be tax deductible in that year)	<input type="checkbox"/>	Total at Balance Date: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/>

Cash on Hand		
Cash on Hand*           \$ _____ Date Banked __/__/_____ Petty Cash               \$ _____ Till Floats/Cash Float   \$ _____ * (Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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 <b>lower of cost, market selling value or replacement value.</b>	<input type="checkbox"/>	\$ _____  <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/>
Work In Progress		
Work in Progress should be valued at <b>cost of materials, direct labour and factory overheads</b> less any progress payments.	<input type="checkbox"/>	\$ _____  <b>GST Included</b> <input type="checkbox"/> <b>OR</b> <b>GST Excluded</b> <input type="checkbox"/>
Capital Expenditure		
Attached details of <b>assets purchased or sold</b> during the year such as motor vehicles, plant and equipment and properties. Where applicable, please provide the following details <ul style="list-style-type: none"> <li>• Hire purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements, agreements and solicitors invoices</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoices</li> <li>• Valuations</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Transactions Not Through the Business		
Were all sales banked into your business trading bank account? i.e cash Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts and where they were lodged or how they were spent		\$ _____
Legal Documents		
Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure	<input type="checkbox"/>	\$ _____

<b>Business Expenses</b>		
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> <li>• Insurance premiums</li> <li>• Legal fees</li> <li>• ACC payments and arrangements</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Personal Use Adjustments</b>		
<p>Portion of expenses paid by the business to be allocated as personal;</p> <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Power</li> <li>• Insurance</li> <li>• Value of goods taken for private use</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Entertainment</b>		
<p>Have you kept suitable records of the reason for the expense and the person being entertained?</p>	<input type="checkbox"/>	
<b>Expenses paid in Cash or from your own funds</b>		
<p>Please provide a list if applicable.</p>	<input type="checkbox"/>	
<b>Motor Vehicles</b>	<b>Home Office Expenses</b>	
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p><b>Vehicle Description:</b> _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details for the year:</p> <p>Area used for business _____ m2</p> <p>Total area of house &amp; workshop _____ m2</p> <p>Power \$ _____</p> <p>Insurance \$ _____</p> <p>Rates \$ _____</p> <p>Mortgage Interest/Rent \$ _____</p> <p><b>Total</b> \$ _____</p>	
<b>Other Information</b>		
<p>Details of anything else we should be aware of in relation to the preparation of your accounts.</p>		

#### 14. Final Accounts

Would you like to receive your final accounts printed and bound, then posted to you? Or would you like a PDF file emailed to you?

Accounts bound and posted

PDF file emailed

If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post, fax or email.

#### **Tax Matters Limited**

**Physical:** Unit 3/245 St Asaph Street Christchurch 8011 or

**Postal:** P O Box 13400, Armagh, Christchurch 8141

**Phone:** (03) 366 6115

**Fax:** (03) 366 4798

**Email:** [laura@taxmatters.net.nz](mailto:laura@taxmatters.net.nz)

**Thank you for completing this questionnaire  
Don't forget to sign on page 1**



