WBB Chartered Accountants Ltd

WBB 2020 Business Questionnaire (MYOB/Moneyworks/Xero etc)

guiding business people to success (1)

Ensure this questionnaire is completed and included with your records and please don't forget to sign on page 3.

Client Name		Balance Date	31/3/2	020
			YES 🗹	NO 🗷
Data File Please upload latest backup of your MYOB or MoneyWorks File onto the secure area of the WBB website. Password				s
 Bank statement confirming bank balance as at 31 March 2020 Current Account, Saving Account, Term Deposit, Credit Card; or Full Year's Bank Statements where you supply written Cashbook /Excel summary. 				
Cash on Hand Cash on Hand* Petty Cash *(Include cash sales prior)	\$ Date banked/ \$ Till Floats/Cash Floats \$ to balance date but not banked until after balance date).			
Transactions Not Through the Business Were all sales banked into your business trading bank account? If No, please provide a list showing amounts not banked and when they were lodged.				
Private Use Supply a list of the value o	f goods taken for private use at their cost price including (GST.		
.Business Expenses Paid in Cash/Personal Funds Supply a list if applicable.				
Accounts Receivable (Debtors) Review accounts receivable summary as at 31/3/2020 to confirm accuracy.				
Bad and Doubtful Debts Doubtful Debts: Review your accounts receivable and highlight any balances that you are unlikely to receive. ("Doubtful Debts"). Bad Debts: These must be written off prior to 31/3/2020. Please supply a list.				
Accounts Payable (Creditors) Review accounts payable summary as at 31/3/2020 to confirm accuracy.				
Goods & Services Tax (GST) Supply workpaper/calculations for GST returns filed for the year ended 31/3/2020.				
Fringe Benefit Tax (FBT) V Supply workpaper/calcula	Vorkpapers tions for FBT returns filed for the year ended 31/3/2020.			
	E payroll, Xero payroll etc) f gross wages and tax deductions for all employees from y	our payroll softwar	e.	
Holiday Pay Owing Supply a list of holiday pay owing to employees at 31/3/2020. Also provide a list of any holiday pay or bonuses paid to any employee within 63 days of 31/3/2020.				
Interest and Dividends Received Supply copies of all Interest certificates and Dividend statements for the year ended 31/3/2020.				
Capital Expenditure Supply copies of tax invoices for fixed assets purchased and/or sold. Please review our detailed fixed asset schedule for items no longer in existence.				

 Loan Documents and Tax Invoices for the following: Annual loan summary confirming interest and principal repayments made during the year. Finance documents for any new loan/lease/hire purchase agreements. Legal fees. Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year. Repairs and Maintenance over \$500. Business Insurance premiums. ACC payments and arrangements. Donations. 				
Contingent Liabilities Supply details of any matters which may lead to future liabilities which are uncertain at year end.				
Tax Refund Should the tax return result in a tax refund, please provide a bank account number that we can advise IRD to use to deposit the refund into: Name of Bank Account				
Bright-Line Test for Sale of Residential Property Have you purchased and sold a residential property since 1 October 2015 which is not your main				
 residence? Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? 				
Mixed Use Holiday Home/Boat/Plane If you have a Property, Boat (with a market value of \$50,000 or greater) or Plane (with a market value of \$50,000 or greater) that is used privately and also to derive income, please complete separate Mixed Use Holiday Home/Boat/Plane Questionnaire.				
Related Party Transactions Do you provide any goods or services to a related party i.e. any other business or entity e.g. trust, to which you are associated. If yes, please complete schedule below:				
	me of Entity C Limited	At Market Value? Yes/No yes		
Stock on Hand/Work in Progress Supply stock valuation report as at 31/3/2020. If you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will record your closing stock at the same value as your opening stock. Please indicate if you would like to use this option. (Note that if your annual turnover is more than \$1.3million, you are not able to use this option).				
Supply Work in Progress report including material costs, labour costs and overhead costs as at 31/3/2020.				
Research and Development If this entity is a company, have you spent significant amounts on research and development during the income year? If so, provide ledger accounts and details of expenditure.				

Motor Vehicles	Home Office Expenses					
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:					
Vehicle Description:	Area used for Business: m²					
Business km	Total Area of House & Workshop:					
Total km Percentage Business %	· ·	m²				
 Please note that a detailed and accurate log book must 	Power	\$				
be completed for a three month period every three years	Insurance (Building & Contents)	\$				
or vehicle expense claims will be limited to a maximum of	Interest (House Mortgage)	\$				
25% of expenses incurred.	Rates	\$				
 If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: 	Repairs & Maintenance	\$				
remotes you are carrently paying tringe better tax for	Rent Paid	\$				
	Other	\$				
	Total	\$				
undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with aws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our						
attention. I/We understand that the Financial Statements and Taxation R my/our taxation liabilities. If this should change in any material re any responsibility to any person, other than me/us, for the conte	espect, I/we will inform you immedia					
Where I/We have also instructed you to prepare our GST Re responsibility to advise you of all relevant transactions on a time the GST legislation.	eturns on a regular basis. I/We ac					
All other terms and conditions of this engagement are the same	as those referred to in our most rece	ent Engagement Letter.				
I/We understand that each year we will be provided with a Fee μ Agreement.	Agreement. The fees are payable as	per the agreed Fee				
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 complete the above assignments. I/We authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.						
You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.						

Signature

Authorised to sign on behalf of the company/individual

Authorised to sign on behalf of the company/individual

Directors/Individuals Name- please print

Directors/Individuals Name- please print

Date