

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

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

Client Name		Balance Date	31/3/2020
-------------	--	--------------	-----------

YES NO

<p>Data File Please upload latest backup of your MYOB or MoneyWorks File onto the secure area of the WBB website. Password _____ Version _____ OR Please give WBB access to your MoneyWorks Live file, MYOB Live file or Xero file. Call your accountant to discuss access.</p>	<input type="checkbox"/>
<p>Bank statement confirming bank balance as at 31 March 2020</p> <ul style="list-style-type: none"> • Current Account, Saving Account, Term Deposit, Credit Card; or <input type="checkbox"/> • Full Year's Bank Statements where you supply written Cashbook /Excel summary. <input type="checkbox"/> 	<input type="checkbox"/>
<p>Cash on Hand Cash on Hand* \$ _____ Date banked ____/____/_____ Petty Cash \$ _____ Till Floats/Cash Floats \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date).</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>Private Use Supply a list of the value of goods taken for private use at their cost price including GST.</p>	<input type="checkbox"/>
<p>Business Expenses Paid in Cash/Personal Funds Supply a list if applicable.</p>	<input type="checkbox"/>
<p>Accounts Receivable (Debtors) Review accounts receivable summary as at 31/3/2020 to confirm accuracy.</p>	<input type="checkbox"/>
<p>Bad and Doubtful Debts Doubtful Debts: Review your accounts receivable and highlight any balances that you are unlikely to receive. ("Doubtful Debts"). <input type="checkbox"/> Bad Debts: These must be written off prior to 31/3/2020. Please supply a list. <input type="checkbox"/></p>	<input type="checkbox"/>
<p>Accounts Payable (Creditors) Review accounts payable summary as at 31/3/2020 to confirm accuracy.</p>	<input type="checkbox"/>
<p>Goods & Services Tax (GST) Supply workpaper/calculations for GST returns filed for the year ended 31/3/2020.</p>	<input type="checkbox"/>
<p>Fringe Benefit Tax (FBT) Workpapers Supply workpaper/calculations for FBT returns filed for the year ended 31/3/2020.</p>	<input type="checkbox"/>
<p>Wage Records (MYOB ACE payroll, Xero payroll etc) Supply annual summary of gross wages and tax deductions for all employees from your payroll software.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>Interest and Dividends Received Supply copies of all Interest certificates and Dividend statements for the year ended 31/3/2020.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>

<p>Loan Documents and Tax Invoices for the following:</p> <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>															
<p>Contingent Liabilities Supply details of any matters which may lead to future liabilities which are uncertain at year end.</p>	<input type="checkbox"/>															
<p>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:</p> <ul style="list-style-type: none"> • Name of Bank Account..... • Bank Account number..... 	<input type="checkbox"/>															
<p>Bright-Line Test for Sale of Residential Property</p> <ul style="list-style-type: none"> • 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? 	<input type="checkbox"/> <input type="checkbox"/>															
<p>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.</p>	<input type="checkbox"/>															
<p>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:</p> <p>For example:</p> <table border="0"> <thead> <tr> <th data-bbox="124 1294 351 1326">Type of Transaction</th> <th data-bbox="486 1294 657 1326">Name of Entity</th> <th data-bbox="847 1294 1134 1326">At Market Value? Yes/No</th> </tr> </thead> <tbody> <tr> <td data-bbox="124 1330 351 1361">e.g. <i>Rental income</i></td> <td data-bbox="486 1330 657 1361"><i>ABC Limited</i></td> <td data-bbox="847 1330 1134 1361"><i>yes</i></td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Type of Transaction	Name of Entity	At Market Value? Yes/No	e.g. <i>Rental income</i>	<i>ABC Limited</i>	<i>yes</i>	<input type="checkbox"/>
Type of Transaction	Name of Entity	At Market Value? Yes/No														
e.g. <i>Rental income</i>	<i>ABC Limited</i>	<i>yes</i>														
.....														
.....														
.....														
<p>Stock on Hand/Work in Progress Supply stock valuation report as at 31/3/2020. <i>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).</i></p> <p>Supply Work in Progress report including material costs, labour costs and overhead costs as at 31/3/2020.</p>	<input type="checkbox"/> <input type="checkbox"/>															
<p>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.</p>	<input type="checkbox"/>															

