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## 2021 Business Questionnaire

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**Client Name:**

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**Email Address:**

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**Phone Number:**

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**Physical Address:**

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**Terms of Engagement**

I/We hereby instruct the staff/contractors of Bishop Toomey & Pfeifer Limited to prepare my/our Financial Statements and Taxation Returns for the year ending 31 March 2021. I/We 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 laws 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 Returns are prepared for my/our own use and to determine my taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment 14 days following the invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me.

Authority is given to obtain information from any third party any records or information you require in order to complete my/our financial statements and tax returns. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my ACC levy account.

You are to represent me/us as my tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my associated entities.

Director/Shareholder Name	Signature	Date

Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:

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## Records Required –

**Where possible our preference is to receive your records digitally. Please send to [admin@btp.nz](mailto:admin@btp.nz)**

### Bank Statements, Cash books, etc

Tick if applicable

<p>Where an <b>online accounting system</b> is used (eg. Banklink / Xero / MYOB), please provide:</p> <ul style="list-style-type: none"> <li>Final bank statement for the year for <b>all</b> bank accounts</li> </ul>	<input type="checkbox"/>	
<p>Where a non cloud based computerised <b>accounting system</b> is used (e.g. MYOB), please provide the following:</p> <ul style="list-style-type: none"> <li>General Ledger Detailed, General Ledger Summary, Trial Balance, Profit &amp; Loss, Balance Sheet, GST Reconciliation.</li> <li>Copy of bank reconciliation as at balance date for <b>all</b> bank accounts.</li> <li>Final bank statement for the year for <b>all</b> bank accounts</li> </ul>	<input type="checkbox"/>	
<p>Where a <b>Cashbook (computerised / manual)</b> or <b>no system</b> is used, please provide:</p> <ul style="list-style-type: none"> <li>Reconciled Cashbook (if one is kept, including one-month past balance date)</li> <li>Copy of bank reconciliation as at balance date for <b>all</b> bank accounts.</li> <li>Bank statements for the full year for <b>all</b> bank accounts</li> </ul> <p><b>Note:</b> If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.</p>	<input type="checkbox"/>	

### Loan Statements

<p>Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.</p>	<input type="checkbox"/>	
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### Employers – Wages paid to Employees

<p>Supply a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).</p>	<input type="checkbox"/>	
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### Covid-19 Wage Subsidy and Small Business Loan

<p>Have you received the Wage Subsidy?</p>	<input type="checkbox"/>	<p>Date rec: __/__/__ \$ _____</p>
<p>Have you received the Government Small Business Loan?</p>	<input type="checkbox"/>	<p>Date rec: __/__/__ \$ _____</p>

### Fringe Benefit Tax (FBT) Returns

Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
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### Goods & Services Tax (GST) Returns

Please supply copies of Goods & Services Tax (GST) work papers if not filed via xero.	<input type="checkbox"/>	
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### Interest and Dividend Certificates

Supply copies of certificates.	<input type="checkbox"/>	
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### Accounts Receivable (Debtors) – see attached Schedule 1

All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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### Accounts Payable (Creditors) – see attached Schedule 2

All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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### Cash on Hand

*Cash on Hand           \$ _____   Date banked __/__/__	<input type="checkbox"/>	
Petty Cash                \$ _____	<input type="checkbox"/>	
Till Floats/Cash Floats   \$ _____	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)	<input type="checkbox"/>	

### Stock on Hand

<p><b>Stock</b></p> <p>If you estimate your stock to be less than \$10,000 at the end of your income year, you have the option of not physically counting your stock if your annual turnover is less than 1.3 million. In this situation we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option.</p> <p>Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.</p>	<input type="checkbox"/>	<p>Valued at lower of:</p> <ul style="list-style-type: none"> <li>▪ cost <input type="checkbox"/></li> <li>▪ net realisable value <input type="checkbox"/></li> <li>▪ market value <input type="checkbox"/></li> </ul> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
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<p><b>Work in Progress</b> – unfinished goods, partially completed projects or services not billed by balance date:          Include material costs, labour costs, and overhead costs.          Briefly, how was this calculated?          _____          _____</p>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<p>\$ _____          GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____          GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p> <p>\$ _____          GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<p><b>Prepayments Made</b>          Balance of any payments made before balance date for goods or services not received or used by balance date.</p>	<input type="checkbox"/>	<p>\$ _____          GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<p><b>Income in Advance</b>          Balance of any receipts received before balance date for goods or services not provided by balance date.</p>	<input type="checkbox"/>	<p>\$ _____          GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>

**Capital Expenditure**

<p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Insurance pay out</li> <li>▪ Copy of Tax Invoices – Cost = or &gt; \$5,000 (excl GST) purchased between beginning of financial year and 16 March 2021.</li> <li>▪ Copy of Tax Invoices – Cost = or &gt; \$1,000 (excl GST) purchased on or after 17 March 2021.</li> </ul> <p>A copy of last year’s Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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**Transactions Not Through the Business**

<p>Were all sales banked into your business trading bank a/c?          If No, list amounts not banked and when they were lodged:          _____          _____          _____</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Expenses paid in Cash or from Personal Funds</b> – not captured in Xero or your accounting system.          Please provide a list if applicable.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Other Non-Taxable Income**

<p>Did you receive non-taxable income from any other sources?          If Yes, please provide details.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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### Legal and Loan Documents

Please attach any solicitor's settlement statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases, or loans.	<input type="checkbox"/>	
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### Business Expenses

<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> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	
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### Private Use

Value of goods taken for private use at their <b>cost</b> price.	<input type="checkbox"/>	\$ _____ GST Incl <input type="checkbox"/> Excl <input type="checkbox"/>
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### Residential Land Withholding Tax

Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Residential Property Sales

<p>Have you sold any residential property during the year (not otherwise detailed on the information provided)?</p> <p>If yes, when was the property purchased?</p> <p>If it was purchased with 5 years of the sale date,</p> <ul style="list-style-type: none"> <li>• what was the original purchase price</li> <li>• and the sale price?</li> </ul>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Date _____  \$ _____ \$ _____
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### 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.	<input type="checkbox"/>	
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## Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km  
 Total \_\_\_\_\_ km  
 Percentage Business \_\_\_\_\_ %

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km  
 Total \_\_\_\_\_ km  
 Percentage Business \_\_\_\_\_ %

Please note that a detailed and accurate logbook must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

\_\_\_\_\_

## 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:

Address for Home Office \_\_\_\_\_

Home Office area – no change as per previous year

**OR**

Area used for Business: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

Actual Cost Method

Power \$ \_\_\_\_\_

Insurance (Building & Contents) \$ \_\_\_\_\_

Interest (House Mortgage) \$ \_\_\_\_\_

Rates (including regional council rates) \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Repairs & Maintenance \$ \_\_\_\_\_

Other – Please specify \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**OR** IRD Square Metre Rate Method (see below note)\*

Interest (House Mortgage) \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

\*Would you like to use the IRD rate? Currently it is \$42.75 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.

### Cryptoassets

<p>Have you received or traded in cryptoassets during the income year? If so, please provide the following information:</p> <ul style="list-style-type: none"> <li>• The type of cryptoasset</li> <li>• For each transaction provide the date, type of transaction ie. received or disposed of, number of units, value in NZD</li> <li>• Total units of each cryptoasset held at the beginning and end of the year.</li> <li>• Exchange records and bank statements</li> <li>• Wallet addresses</li> </ul>	<input type="checkbox"/>	
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### Mixed Use Holiday Home

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes  No

If yes, provide details of property: \_\_\_\_\_

Was the property empty for 62 days in the income year? Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year \_\_\_\_\_  
 OR where income from any person received was less than 80% of market rate \_\_\_\_\_

\* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property.

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: \_\_\_\_\_

Relationship to owner (if any): \_\_\_\_\_

Amount of rent they paid: \$ \_\_\_\_\_

Dates rented (From: To) \_\_\_\_\_

Expenses incurred in respect of the property

Cost of advertising for tenants \$ \_\_\_\_\_

Cost of repairing damages caused by tenants \$ \_\_\_\_\_

Number of days spent in the property while repairing damages caused by tenants \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details): \_\_\_\_\_

**Mixed Use Boat or Plane**

Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes  No





