

**Business Questionnaire**

Please complete this questionnaire to provide us with information we need for your annual accounts and income tax work. Please notify us if your contact number, postal address, or bank account (for tax refunds) has changed.

Full Name: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Financial Year Ended: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

**Section 1- Assets over \$1000 each**

1.a. Assets purchased- List the cost and date purchased for new fixed assets over \$1000. Please also state if the new asset is replacing a previous asset.

1.b. Assets disposed- List the asset and disposal date. If sold, please list the sale price.

---

**Section 2- Expenses from other bank accounts**

2.a. If any expenses have been paid from a personal account/ credit card/ cash or payment not included in the business CSV files provided, please list details-

---

**Section 3- Closing Bank Balance**

3a. Please include the closing bank balance as at 31 March for all relevant bank accounts.

**Business Questionnaire**

**Section 4- Home Office Details**

If any portion of your home was used for business purposes (eg. office, workshop, storage), please provide the following details for the financial year- 1 April to 31 March

4.a What is the area in sq. ft or sq. m of portion used for business purposes?

4.b. Area of total house

---

**List of Home Office Expenses for the Financial Year**

4.c. Rates:

4.d. Insurance (house and contents):

4.e. Repairs and maintenance to house interior and exterior:

4.f. Repairs to business area:

4.g. Electricity or gas:

4.h. Internet:

4.i. Phone:

4.j. Rent:

4.k. Mortgage interest (note- interest only, not principal):

4.l. Cleaning:

4.m. Other:

**Business Questionnaire**

**Section 5- Travel**

5.a. What was the mileage or percentage of business use of your motor vehicle(s)? You can obtain this from your logbook- to calculate this percentage take your business km's and divide this by your total km's for the financial year. \*Ensure you have kept a logbook as evidence for 3 months every 3 years.

5.b. Did you travel for work by other means? Please detail expenses incurred E.g. Flights, conference, accommodation.

---

**Section 6- General Questions**

6.a. Has the nature of your business changed in any way during the past 12 months? If so, please provide details.

6.b. Has any cash/ goods/ stock been taken for personal use? If yes, please provide the amount/ value taken.

6.c. Has there been any changes in shareholding or trusteeships? If so, please provide details.

## **Section 7- Information Required for Business/ Organisations.**

If this section is not applicable to you, please skip this section.

7.a. Accounts Receivable- Please attach a summary (stating items that do not include GST) of invoices sent to clients, but did not receive payment before the end of the financial year (31st of March).

7.b. Accounts Payable- Please attach a summary (stating items that do not include GST) of invoices which are dated during the financial year which the business did not pay by the end of the financial year (31st of March).

7.c. Stock on Hand- Please attach stock sheets with the following details. \*\*If any item is unsaleable or will only sell for less than cost- value at cost price, or sale price whichever is lowest. State whether figures include or exclude GST.

List for each different item:

- quantity
- cost per item
- total for that item (i.e quantity times cost).

7.d. Work in Progress (Excluding GST)- This should include materials, labour and overheads.

---

## **Section 8- Investments**

8.a. Investments- List investments held as at 31 March. E.g. Fund investments manager reports

## **Section 9- Other Details**

9.a. Entertainment- If you attended any conferences (or other travel) during the year, please attach a schedule showing the date and the amount spent on entertainment per day. (All other entertainment will be claimed at 50% - however, please note for us your actual total costs).

9.b. Please list any details you think are relevant that have not been provided elsewhere in this questionnaire.

---

**Section 10- Documents required. Please attach the following.**

10.a. Bank account CSV Files for the year 1 April to 31 March for all relevant accounts (including credit cards). Please ensure they are in the CSV or XLS format. Not PDF's. This is obtainable via your internet banking. Normally titled as "export".

10.b. Attach any cashbooks/ spreadsheets/ accounting system files/ files you have written up.

10.c. Loan Statements- Attach all statements for the full year end for all loans including any loans repaid or resettled.

10.d. Hire Purchase- Please attach any new hire purchase agreements entered into during the financial year.

10.e. Interest and Dividend Income Received- Please attach RWT Certificates and dividend notices.

10.f. Income- If you received any per diems and any allowances (accommodation, phone, etc), please attach your payslips.

10.g. Legal Documents- Attach a copy of any sales & purchase agreements and solicitor's settlement statements in regard to any legal transactions that happened during the year.

# Terms of Engagement

Cornish Accounting Limited will compile the clients financial statements and tax returns, in accordance with the standards applicable to compilation engagements, from information provided by the client.

Cornish Accounting will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. This service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. The financial statements will be conspicuously marked as unaudited and Cornish Accounting will attach a disclaimer (which is in a form approved by the Chartered Accountants Australia and New Zealand) when distributing the financial statements to third parties. Cornish Accounting services can not be relied upon to detect any fraud or error in the organisation.

I/ we will provide Cornish Accounting with accurate and complete information necessary to compile such statements and I/we accept responsibility for any failure to supply Cornish Accounting with all the relevant records and information. I/ we take the responsibility for the accuracy and completeness of the assertions in the financial statements. If any part of this document is not completed, Cornish Accounting will assume that the required figure is nil or this question does not apply.

If not all of the receipts, invoices or vouchers are supplied to Cornish Accounting; it will be assumed that all receipts are held by the client at the time of preparation of the financial statements and tax returns.

If Cornish Accounting sign any tax returns on the clients behalf, it is with the clients authority and as the clients duly authorised Accountant and is not in a capacity as an employee.

## TERMS OF SERVICE

1. I/ we agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all aspects

2. I/ we hereby authorise Cornish Accounting Limited to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department (for all linked tax types and all locations (except NCP or CPR), ACC, Registrar of Companies, from our Solicitor, Adviser, Employees, Bank or other financial institution and we hereby also authorise our Solicitor, Adviser, Employees, Bank or other financial institutions to supply such information.

If you have any questions, please discuss these with us before signing this checklist.

Name of Account: .....

Signed: .....

For and behalf of: .....

Date: .....