

Business Year End Questionnaire

Financial Year Ended:

You have instructed us to prepare your Financial Statements and Tax Returns. You undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

It is important to understand that it is not the responsibility of Darvill Mellors & Co Limited to detect error or fraud and that the work undertaken has been prepared only for you. We are not responsible for any loss or claim by any third party.

You authorise Darvill Mellors & Co Limited to communicate with your bankers, solicitors, finance companies, Inland Revenue, ACC or other third-party organisation to obtain information necessary to prepare your Financial Statements and Tax Returns. If you do not wish us to have this authority, please delete the following (**authority granted**).

Signature

Date

Signature

Date

Please complete these details to ensure our records are up to date.

Name:

Contact Numbers:

E-mail:

Postal Address:

Questionnaire

Records Required	✓ or N/A	Details
Bank statements	<input type="checkbox"/>	From online banking provide a csv file of the bank account transactions for the full year from 1 April till 31 March (not necessary if using an accounting system). AND please provide the closing account balances as at 31 March for all bank accounts.
Excel spreadsheets or accounting system files	<input type="checkbox"/>	Provide any passwords or user names, if applicable
Employers – wages paid to employees	<input type="checkbox"/>	Please provide a month by month summary of gross wages as returned to IRD, if possible.
Loan statements	<input type="checkbox"/>	Please provide statements showing the year end closing balances or the year end summaries.
Hire purchase	<input type="checkbox"/>	Supply copies of any new hire purchase agreements entered into during the financial year.
Interest and Dividend Income Received	<input type="checkbox"/>	Supply RWT Certificates and dividend notices.
Legal and Loan Documents	<input type="checkbox"/>	Provide copies of any sale & purchase agreements and solicitor's statements relating to any legal transactions that occurred during the year.
Is part of your home used for an office/workshop/storage?	<input type="checkbox"/>	If yes, please complete schedule 1
Do you use a motor vehicle in your business?	<input type="checkbox"/>	If yes, please complete schedule 2
Dividends Paid	<input type="checkbox"/>	Provide copies of dividend resolutions.
Fringe Benefit Tax (FBT)	<input type="checkbox"/>	Please supply any FBT workings
GST	<input type="checkbox"/>	Please provide copies of GST workings.
Insurance	<input type="checkbox"/>	Please supply details of the type of insurances paid by the business e.g. income protection, professional indemnity

Has the nature of your business changed in any way during the past 12 months?	<input type="checkbox"/>	If yes, please provide brief details:
Have any expenses been paid in cash or from Personal Funds?	<input type="checkbox"/>	Please provide a detailed list
Has any cash or goods been taken for personal use?	<input type="checkbox"/>	If yes, please provide the amount/value taken

Has there been any changes in shareholding or directorships?

Schedule 1 – Home Office Details

Home Area (in square metres)	
Office Area (in square metres)	

Business floor area is _____ %

Home expenses to be apportioned for the year ended 31 March

Mortgage Interest or Rent	
Electricity & Gas	
Insurance	
Cleaning	
Rubbish Removal	
Repairs & Maintenance	
Rates	
Body Corporate Levies	
Other	
Phone <ul style="list-style-type: none"> • Mobile – claim 100% • Home phone - _____ % 	
Internet	

Schedule 2 – Motor Vehicle Used in the Business

Do you have a vehicle that is not used 100% for business use and you are not paying fringe benefit tax for? If so, please provide the % of personal use.

Note: a logbook should be maintained every three years.

Motor Vehicle Make & Model	Personal Use %

Alternatively, you can claim vehicle expenses based on your mileage.

Total KMs travelled in the year	Business KMs travelled	Vehicle Type e.g. Petrol, Diesel, Hybrid or Electric

Schedule 3 – Other Information Required for Cashbook Clients

Accounts Receivable These are invoices sent to clients but for which you haven't received payment by the end of the financial year. Please attach a summary and state items that do not include GST.	
Accounts Payable These are invoices which are dated during the financial year which the business had not paid by the end of the financial year. Please attach a summary and state items that do not include GST.	
Stock on Hand (Excluding GST) At cost	
Work in Progress (Excluding GST) This should include materials, labour and overheads.	

Schedule 4 - Assets Purchased Or Sold

These are items such as Plant, Motor Vehicles, etc for use by the business costing over \$1,000.

Assets PURCHASED during the year

Date	Description	Cost (excl. GST)	Trade-Ins (excl. GST)

Assets SOLD during the year

Date	Description	Sale Price (excl. GST)	Trade-Ins (excl. GST)