



Business Questionnaire

Name: _____

Year Ended: 31 March 2019

Yes/No? Information to send:

- | | | | |
|-----|---|--------------------------|---|
| 1. | Please see attached Company Extract. Have there been any changes? | <input type="checkbox"/> | If there have been any changes, please advise in Table C. |
| 2. | Did the business employ staff? | <input type="checkbox"/> | Wages reconciliations if completed
PAYE returns, or ensure FIO has access to Payroll system |
| 3. | Did the business have any loans, hire purchase or leases? | <input type="checkbox"/> | Copies of any new agreements
Loan/lease statements |
| 4. | Did the business have stock, work in progress or goods in transit? | <input type="checkbox"/> | Stocktake workings
Work in progress workings
Goods in transit workings |
| 5. | Did the business have accounts payable at year end? | <input type="checkbox"/> | |
| 6. | Did the business have accounts receivable at year end? | <input type="checkbox"/> | |
| 7. | Has the business sold or purchased land or buildings? | <input type="checkbox"/> | Settlement statement
Sale and purchase agreement
Lawyers invoice
Valuation |
| 8. | Has the business purchased fixed assets during the year over \$500 (GST Exclusive)? | <input type="checkbox"/> | Description of assets including the date Purchased, purchase price and whether asset was purchased new or second hand
Copies of Invoices |
| 9. | Has the business sold or disposed of fixed assets during the year? | <input type="checkbox"/> | Description of assets including the date Sold or disposed of and price
List of assets written off |
| 10. | Does the business pay Fringe Benefit Tax? | <input type="checkbox"/> | A copy of all FBT returns and workings |
| 11. | Does the business file GST returns? | <input type="checkbox"/> | |
| 12. | Did the business receive any interest or dividends during the year? | <input type="checkbox"/> | Resident Withholding Tax certificates
Dividend statements |
| 13. | Did the business buy or sell investments (e.g. shares, bonds, debentures)? | <input type="checkbox"/> | All documentation relating to the sale or Purchase |



- 14. Did the business have any overseas income or expenses? Details of amounts received or paid
- 15. Did the business buy or sell any overseas investments (e.g. shares, Bonds, Debentures)? A copy of all documentation relating to the sale or purchase
- 16. Does the business have an office at home? Please complete table A below
- 17. Did the business have any cash on hand at year end (e.g. petty cash, sales not banked, till float)? Total cash on hand

Included?

- Bank statement at year end for all bank accounts (we require a statement showing the balance at 31 March)
- Business expenses paid personally (Please provide details/documents)
- Insurance invoices
- Invoices for repairs and maintenance Over \$500 (GST exclusive)
- Legal invoices
- Loans statement(s) at year end
- Rates invoice
- Rental agreements

Yes?

- 19. Would you prefer:
 - Printed and bound copies of your accounts
 - A PDF copy of your accounts sent by email

Bank Account for refunds

20. Declaration
 I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish for you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance of my financial statements. I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Signature _____ Date _____

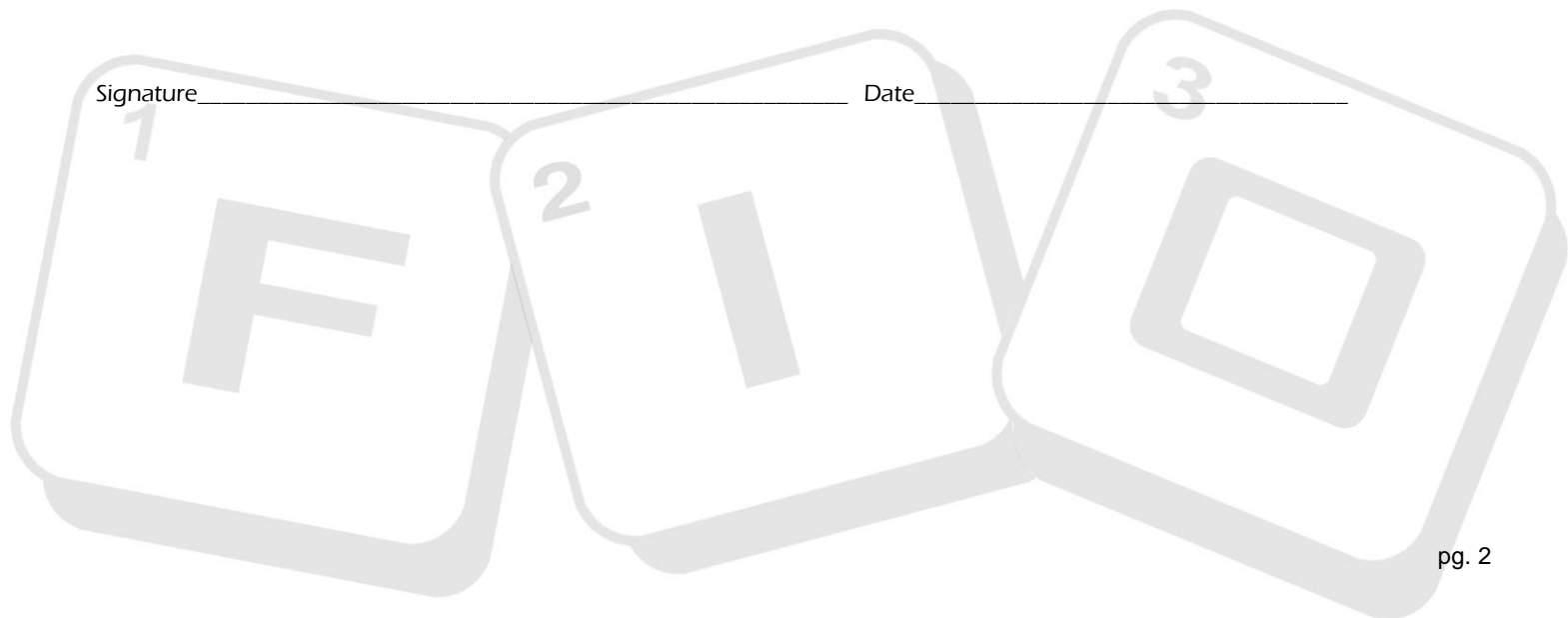




Table A – Home Office

The annual total expense of:

Insurance	\$
Interest (on mortgage)	\$
Power and Gas	\$
Rates and water rates	\$
Repairs and maintenance	\$
Rent (if property is not owned)	\$
Body corporate fees (where applicable)	\$

If you have not previously supplied these details or there have been any changes in the past year, please provided the following information:

Total floor area of the house	sq/m
Total floor area of the garage	sq/m
Total floor area used for business purposes	sq/m

Table B - Business expenses paid personally (If not recorded in Xero,MYOB)

Table C – Changes to Company details

