

RICHARD BUCHANAN & CO

Annual Business Questionnaire

Balance Date: 31 March 2018

Ensure this questionnaire is completed and included with your records

Client Name		Phone	
Email		Mobile	
Postal Address			

Engagement Letter Acceptance

Please indicate your acceptance of the terms and conditions as set out in the accompanying Engagement Letter by signing and dating this form of acceptance.

I have read, understood and accept the terms and conditions as outlined in your Letter of Engagement.

I have advised Richard Buchanan & Co of all the information and disclosures required to accurately prepare our Financial Statements and Income Tax Returns.

I/We Give Authorisation for Richard Buchanan & Co to access information to do with my/our financial affairs held by other interested parties.

Signature.....

Date.....

Information Required:

Records	Tick if Supplied
Xero, Cost Manager, MYOB or Other Cashbook Files	<input type="checkbox"/>
Bank Statements: Cheque, Savings, Loans, Credit Cards & Term Deposits Accounts	<input type="checkbox"/>
Cheque Books/Deposit Books	<input type="checkbox"/>
Invoices for Assets Sold and Purchased over \$500	<input type="checkbox"/>
Invoices and Receipts for business transactions	<input type="checkbox"/>
Hire Purchase Agreements	<input type="checkbox"/>
Loan Agreements	<input type="checkbox"/>
Solicitors Statements	<input type="checkbox"/>
Interest and Dividend Received Certificates (Including Individuals)	<input type="checkbox"/>
Details of Overseas Investments and Pensions	<input type="checkbox"/>
GST Workings/GST Returns	<input type="checkbox"/>

1. Accounts Receivables: _____

Provide a detailed (Name and Amount GST Incl) list of your clients invoices that are dated before year end that are not paid at Balance Date.

2. Accounts Payable: _____

Provide a detailed (Name and Amount GST Incl) list of all your invoices dated before year end that you still owe at Balance Date.

3. Cash on Hand: _____

Include Petty Cash. Cash not deposited in the bank until after Balance Date.

4. Stock on Hand: _____

Valued at Cost Price excluding GST and physically counted at balance date. Note: if stock if less than \$10,000 a stocktake is not required, but we do recommend it.

5. Work in Progress: _____

Valued at Cost Price excluding GST of an unfinished project, including Materials, Labour and Overhead Costs.

6. Prepayments: _____

Provide details on any payments in advance for a good or service not yet received.

7. Bad Debts: _____

Provide a detailed list of Bad Debts written off during the year.

8. Cash Payments: _____

List of payments made by cash (noting if they are paid from private or business source).

9. Business Income banked into Private Account: _____

Provide details.

10. Deposits NOT Business Income: _____

Provide details of any deposits to business bank accounts that are not business income.

11. Assets sold or purchased over \$500: _____

Attach details of assets purchased or sold during the year such as Motor Vehicles, Plant & Equipment and Properties. Where applicable, please provide the following:

- Hire Purchase, Loan Agreements or Lease Agreements
- All legal statements Purchase and Sale Agreements
- Trade-in Details
- Lost, stolen or scrapped items
- Copy of Tax Invoices

12. Wages: _____

Provide a year-end summary and employer monthly schedules.

13. Holiday Pay Owing: _____

Provide details of any remuneration owing to employees as at balance date (holiday pay, bonuses) and indicate what portion of these amounts were paid, or will be paid, within 63 days of balance date.

14. Business Expenses: Provide invoices for the following:

ACC Invoices Rates Invoices
Insurance Invoices Large Repairs and Maintenance invoices

15. Business Goods Used for Own Use: _____

Estimate the value of Goods taken for private use (Cost Price GST incl)

16. Motor Vehicles: For all businesses, other than companies, a logbook must be kept for a 90 day period every 3 years, or vehicle expense claims will be limited to 25%.

Vehicles Description _____
Business _____ km
Total _____ km
Percentage Business _____ %

Companies _____ what business vehicles are used by Shareholders?

17. Home Office Expenses: If part of your home is set aside for use as an office/workshop/storage area, please provide the following details:

Area used for business	M2
Total Area of House & Workshop	M2
Power	\$
Phone & Internet (if not in accounts)	\$
Insurance (Building/Contents)	\$
Rates & Water	\$
Interest (House Mortgage)	\$
Rent Paid	\$

18. Companies/Trusts:

Provide details of changes in Shareholders/Directors _____

Provide details of changes in Trustees/Beneficiaries _____

Thank you for completing this Questionnaire.

Please phone 09 3771348 if you have any questions.