

## Business / Rental / Trust Questionnaire – 31 March 2019

Business Name:		Wk Ph:	
Address:		Hm Ph:	
		Mbl Ph:	
		Email:	

To: Morrison & Associates Limited (Franchise Accountants)

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2019. 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/our 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 last Engagement Letter I/we signed.

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 on invoice. 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/us.

You are hereby authorised to communicate with and obtain information from any third party (including the Inland Revenue Department), through all channels including electronic ones, if the information sought is relevant to your work. I authorise you to communicate with my Bankers, Solicitors, Finance Companies, Department of Inland Revenue (for all tax types except Child Support), ACC or any other person, persons and organisations to obtain such further information as required in order to complete the above. Further, I authorise you in the course of preparing my tax returns to allow Morrison & Associates Limited trading as Franchise Accountants staff and other persons contracted to Morrison & Associates Limited trading as Franchise Accountants access to my information.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

Name	Signature	Date

*All Directors (for a company), Trustees (for a Trust) or Partners (for a Partnership) must sign in the table above.*

<b>We require the following records to accurately complete your Tax Returns:</b>  Original documents supplied will be returned to you. Any unticked boxes will be treated as not applicable. Where you tick "see attached", please include the relevant information when you forward the questionnaire to us.	N/A	See Xero	See Attached
<ul style="list-style-type: none"> <li>• <b>For a Computerised Accounting System</b> For cloud/online accounting systems, please provide us with an invite if you haven't already. For other systems, please a full backup (after all year end processing and before rolling over into the new year) e-mailed to us or provided on a disk or CD. <i>Please ensure that your data file reconciles.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>For a Manual Accounting System we will require the following:</b> A balanced and reconciled cashbook. <b>OR</b> Bank statements for all business bank accounts for the entire year plus 1 month, and Please ensure that the nature of all receipts and payments are clearly marked, including personal expenses and expenses not liable for GST.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The <b>bank statement</b> from the bank for each bank account showing the balance at the end of the year (either e-mailed or uploaded to Xero files. This is not the statement imported to Xero).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Amount of <b>holiday pay</b> owing at balance date and paid within 63 days after balance date.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Dividend</b> Statements (including shares in Lieu and bonus Shares), <b>interest certificates</b> (including overseas) and PIE Tax Statements for the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• End of year <b>loan summaries</b> if not supplied at the end of the bank statement provided above.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• All <b>hire purchase, lease and loan documents</b> entered into during the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Accounts receivable/debtors</b> - a list of all amounts owing to you at year end. Please specify if GST is included or excluded.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• A list of <b>bad debts</b> to be written off during the year and included in the accounts receivable list above</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Accounts payable/creditors</b> - a list all amounts owing by you at year end. Clearly identify what the expense was for and if GST is included or excluded.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The value of <b>stock</b> on hand at year end - at lower of cost, market value or replacement value (excluding GST). If your turnover is less than \$1.3million and your stock value is less than \$10,000 you can use last year's figure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The value of <b>work in progress</b> at year end (excluding GST).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Value of <b>cash on hand/float/petty cash</b> and sales not deposited in to bank accounts at year end. This includes cash sale and credit card sales.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• A list of <b>income/business takings not banked</b> into the business bank accounts. Please advise where this income was banked/allocated/spent.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Invoices for all <b>fixed assets purchased or sold</b> during the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	N/A	See Xero	See Attached
<ul style="list-style-type: none"> <li>A list of all <b>assets</b> which were <b>scrapped</b> or became obsolete during the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Accident Compensation</b> Invoices received during the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Invoices for <b>repairs and maintenance</b> costing more than \$500.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All <b>legal invoices</b>, if total legal expenses were more than \$10,000 for the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All <b>sale and purchase agreements</b> and statements (including settlement statements), gifting documents (for Trusts) and any other relevant documentation prepared by your lawyer during the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A list of all business <b>expenses paid personally</b> that were not reimbursed by the business during the year. Please provide the date paid, the amount (including GST), the type of expense and who it was paid to.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A list of all <b>overseas investments</b> including bank accounts and superannuation funds purchased or sold during the year and also those in existence at the beginning of the year. Details supplied need to include the country the investment is held in.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A list of all <b>shares owned</b> and the market value of the shares at 31 March. Details need to include the country the shares are from, number of shares and the cost.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Home Office</b> details - the percentage of the total area of your home used for the business, yearend summary for your home loan and payments for household expenses during the year such as rent, rates, power, repairs and gas. Please refer to our 'Home Office' schedule attached to help you provide the information required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The value (excluding GST) of any <b>goods or services</b> you or any member of your <b>family took</b> from the business without payment or at a discount higher than that available to the public during the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you use your personal <b>motor vehicle</b> in the business, please provide the percentage of business use (as calculated in your logbook or for the year) and a list of motor vehicle expenses not yet reimbursed by the business. Please refer to our 'Motor Vehicle' schedule attached to help you provide the information required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Details of any <b>prepayments</b>. (A payment you have made in advance such deposit for an asset or goods, but you haven't received the asset or the goods as at year end).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Details of any <b>payments invoiced/received in advance</b>. For example, customer deposit for an asset, good or service, but you haven't provided them the asset, goods or service by year end.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Details of any <b>contingent liabilities</b>. For example, legal action pending or guarantees provided.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Details of any assets that are used privately and also to generate income (such as a Holiday Home). Please refer to our '<b>Mixed Use</b>' schedule attached to help you provide the information required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A list of any <b>future expenditure</b> you have committed to during the year that is not routine or ongoing in nature. For example, the purchase of a new asset.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	N/A	See Xero	See Attached
<ul style="list-style-type: none"> <li>Details of any <b>other matters</b> relevant to completing the financial statements and determining the tax position of the business for the financial year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The IRD can deposit any refunds into a bank account. Please provide the business bank account number and the name on the bank account if you would like them to do this.</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does more than <b>80% of the income</b> for the year come from a single source (Person/Entity)?</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Has the <b>general nature</b> of your business changed during the last 12 months? If yes, please provide details.</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Thank you for completing this questionnaire, it will save us time and questions.  
Don't forget to sign it.**

Private Motor Vehicle used for Business Schedule	Home Office Expenses Schedule
<p><b>Vehicle Description:</b> _____</p> <p>The proportion of motor vehicle business use as established by your vehicle log book is:</p> <p>Business            _____ km</p> <p>Total                _____ km</p> <p>Expenses paid personally and not reimbursed by the business for the year:</p> <p>Petrol                _____</p> <p>Repairs               _____</p> <p>Tyres                  _____</p> <p>Car insurance        _____</p> <p>Registration         _____</p> <p>Warrant               _____</p> <p>Please note that a detailed and accurate log book must be completed for a three month period every three years or any year if the business use changes substantially from the logbook usage.</p> <p><b>Alternative Method using IRD Mileage calculation:</b></p> <p>Total Business Kilometres for the year:        _____ km</p> <p>Please note a record of all business trips for the full needs to be kept.</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Home Office as a percentage of the total house area: _____ %</p> <p><b>OR</b></p> <p>Area used for Business:                                _____ m<sup>2</sup></p> <p>Total Area of House &amp; Workshop:                    _____ m<sup>2</sup></p> <p>Expenses paid personally and not reimbursed by the business for the year:</p> <p>Power    \$ _____</p> <p>Insurance (Building &amp; Contents)                    \$ _____</p> <p>Interest (House Mortgage)                            \$ _____</p> <p>Rent    \$ _____</p> <p>Rates (including regional council rates) \$ _____</p> <p>Repairs &amp; Maintenance                                \$ _____</p> <p>Other    \$ _____</p> <p>Home Phone Rental                                     \$ _____</p> <p>Business Toll Call paid personally                 \$ _____</p> <p>Home Internet     \$ _____</p>