

Mobile Accounting Services (1994) Ltd
BUSINESS/TRUST QUESTIONNAIRE AND CHECKLIST
FOR THE 2010 TAX YEAR (01/04/09- 31/03/10)

Name: _____

Trading Name: _____

Balance Date: / /2010

Or if part year – Trading period: Start / /20 - Stop / /20

AUTHORITY

I authorise Mobile Accounting Services (1994) Ltd (MAS) to obtain any information necessary to complete the work required in order to prepare annual financial statements. I authorise MAS to prepare annual financial statements for tax purposes from the information and records I have supplied or authorised you to obtain and to file the completed tax return as a true and correct return on my behalf as agent. I do not wish you to complete an audit or review of information supplied. I accept responsibility for the accuracy and completeness of all records and information supplied, and undertake to review the completed return and advise you of any errors or omissions within 10 days. I authorise Mobile Accounting Services (1994) Ltd (MAS) to take any outstanding amounts from IRD refund cheques if my account with MAS is overdue. I acknowledge that my tax return will not be e-filed with the IRD until my account with MAS is paid.

Accident Compensation Corporation

I authorise Mobile Accounting Services (MAS) to act as my agent for ACC levy purposes for all associated entities. This authorisation allows MAS to query and change information on my ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow MAS main representative discretion to delegate access to ACC information to other members of MAS. Other delegated members of MAS will also be able to query and change information on my ACC levy account.

Signature: _____

Date : _____ / _____ / 20

(Please note your work will not be started until this authority is signed)

***Attention all directors and trustees:
All financials should be completed 6months after balance date***

CHANGE IN BUSINESS ACTIVITY

Did you cease trading during this year	YES/NO	If so, what date?_____
Have you already completed an IRD Business cessation form?	YES/NO	If so, please provide a copy

Details: _____

BUSINESS ACTIVITY

What is your main business activity? _____

WITHHOLDING TAX (WHT)

Do you have withholding tax deducted from your income? **YES/NO**

PROVISIONAL TAX - RATIO OPTION

Have you elected to be on the ratio option for provisional tax? **YES/NO**

ACC PURPOSES

How many hours per week on average are you working in this business?

A) BUSINESS TRADING DOCUMENTS

These are the documents we use to analyse your activities:

BANKLINK (where applicable)

1. Have you emailed us your banklink data file? YES/NO

2. Any transactions outside banklink? YES/NO

If yes, please look at the bank account and cheque butt headings below

CASHBOOK(where applicable)

Computerised / Manual

Have you prepared a cashbook? YES/NO

Is the cashbook reconciled to your bank account? YES/NO

If electronic what program have you used? _____

We require these reports from your **computerised cashbook**

- List of balances for each account for the year and the movement in those accounts.

- Details of transactions that make up those totals, usually called a ledger.

For electronic cashbook programmes. Back up, keep this in a safe place, and roll into next financial year.

Call us for any help.

BANK ACCOUNT(S)

Please provide copies of **all** business bank account statements ensuring all pages are included.

CHEQUE BUTTS

We require the relevant cheque butts relating to the above bank account(s). Please have a quick look to check that there are no blank cheque butts and that they are all clearly filled in - this helps to keep processing time down.

TIP: Write in what the payment is for, not just the supplier's name.

GST RETURNS

Are you registered for GST? YES/NO

If you registered in the 2010 year - what date? / /

Please provide copies of all returns filed during the year together with any working papers demonstrating how the returns were done.

FRINGE BENEFIT TAX (FBT)

Do you supply benefits to employees or shareholder employees?

E.g. business vehicle available for private use YES/NO

Have you been paying FBT during the year? YES/NO

Please supply copies of your FBT returns & related FBT correspondence

CASH TRANSACTIONS

CASH ON HAND

Any cash on hand that was either sales unbanked or till floats at balance date?

Sales unbanked \$ GST incl

Float(s) \$

Other \$

PAYMENTS MADE BY CASH

Are there payments made, income received or any transactions outside business bank accounts that have not been included in your bank accounts or cashbook?

Please list these and mark the **source of the cash** e.g. cash sales (CS) or private money (PTE) and also **indicate if GST has been claimed**.

MINUTE BOOKS (Company and Trusts only)

Are you keeping a minute book for your company/ trust? YES/NO

You should record a minute for each significant event during the year

Would you like us to review your minutes? YES/NO

NB: We will provide you with a minute regarding the annual financial statements

B) YOUR POSITION AS AT BALANCE DATE

STOCK ON HAND

Please complete a stock-take at balance date. Stock is to be valued

at the lower of cost or net realisable value. \$ _____ GST excl

(Sometimes things are worth less than what you paid for them)

Has stock been valued on the same basis as last year YES/NO

If your annual turnover is less than \$1.3 million and you estimate that your closing stock is less than \$10,000 you do not have to physically count your stock. If this is the case we will assume that your closing stock is the same as your opening stock.

Please indicate if you would like us to use this option.

YES/NO

WORK IN PROGRESS

Work started but not invoiced - provide the **cost** of labour and materials of incomplete jobs at balance date.

\$ _____ **GST excl**

DEBTORS

This is money owing **TO YOU** by your customers as at your balance date

\$ _____ **GST incl**

Note: If you had a bad debt during the year, this will be accounted for by no longer including this debt in total debtors.

CREDITORS

This is money owing **BY YOU** for business expenses at your balance date (ie. invoiced on or before balance date, but due the next month). You can either supply a list of all creditors or complete the analysis below:

Purchases (of materials)	\$ _____	GST incl/excl
Power (business)	\$ _____	GST incl/excl
Phone (business including mobile)	\$ _____	GST incl/excl
Vehicle expenses	\$ _____	GST incl/excl
PAYE (due 20 th month after balance date plus any arrears)	\$ _____	
Repairs and Maintenance (additional details if large amounts over \$500)	\$ _____	GST incl/excl
ACC	\$ _____	GST incl/excl
GST arrears if any	\$ _____	
Other	\$ _____	GST incl/excl
	\$ _____	GST incl/excl
TOTAL	\$ _____	GST incl/excl

C) ASSETS AND LIABILITIES

ASSET SCHEDULE UPDATE

Please check last year's asset schedule and advise if any assets have been sold, lost or made obsolete.

List below any assets sold/made obsolete or purchased during the year along with details.

If any are on a HP or loan then please also **enclose the appropriate documentation**

Asset Details	Date of Purchase	Amount	GST Inc/Exc	Bought /Sold?	Financed?
	/ /	\$			Y/N
	/ /	\$			Y/N
	/ /	\$			Y/N
	/ /	\$			Y/N
	/ /	\$			Y/N
	/ /	\$			Y/N

NEW BUSINESS LOANS, HIRE PURCHASES OR LEASES

YES/NO

If you have entered into a new loan agreement please provide details regarding the use of the money, who the financier is and **enclose the loan documents.**

LOG BOOK - MOTOR VEHICLES - Sole Traders & Partnerships Only

A log book is required to be kept for three months every three years or if private usage changes. If you have done one this year please supply, if you are due to do one, please do so. If you are unsure about your log book obligations please phone to discuss.

Have you been making an adjustment for GST purposes this year?

YES/NO

Business %

When did you last complete a log book? _____

BUSINESS INVESTMENTS

Has your business invested in term deposits, shares or bonds? Please supply details of these investments and interest earned from them. _____

D) EXPENSE DETAILS AND ADJUSTMENTS

GOODS FOR OWN USE

Have you taken any produce or goods for your own use? Please advise details of the type of good and cost value(s). **YES/NO**

PART-PRIVATE EXPENDITURE

Please advise the private portion of all expenses claimed through your business and details of how you have treated these items for GST purposes during the year. **YES/NO**

STAFF AND SHAREHOLDER WAGES/SALARIES PAID

Did you pay wages or salaries with PAYE deducted during the year? **YES/NO**

SOLICITORS STATEMENTS

Not all legal expenses are deductible against income therefore if you did have any legal expenses during the year please supply a **copy of the solicitors invoices** so we can correctly deal with the costs involved.

BUSINESS INSURANCES INCLUDING ACC

Please provide copies of all insurance invoices paid or owing for the 2010 financial year
Please also provide a copy of all ACC invoices paid or owing for the 2010 financial year **YES/NO**

HOME OFFICE ALLOWANCE DATA

If you use part of your house or garage for business related activities you are entitled to claim a percentage of the costs associated with that property. We require the following information to calculate any claim you may be entitled to

NB: If you traded for part year only, claim home office for that period.



Renting

Rent paid \$ _____
Power/Gas \$ _____
Insurance \$ _____

Or Home Owners

Rates \$ _____
Contents Insurance \$ _____
Building Insurance \$ _____
Property Repairs – please provide details \$ _____
Power/Gas \$ _____
Interest on your mortgage (1/4/09 to 31/3/10) \$ _____
Property Cost price \$ _____
Government Value LV \$ _____ CV \$ _____

(Refer to your rates for these figures) (if a new property)

Business Use Calculation (for first year or if your situation has changed)

Total Area of House m²/ft² _____
Total Area of Garage m²/ft² _____
Business area of House m²/ft² _____
Business area of Garage m²/ft² _____
What percentage have you been claiming during the year % _____

HOME PHONE EXPENSES

You can claim 1/2 of your phone rental services plus all business tolls / mobile calls

Has any GST been claimed during the year? **YES/NO**

IS THERE ANYTHING ELSE YOU THINK WE SHOULD KNOW ABOUT?

