

**Mobile Accounting Services (1994) Ltd**  
**SMALL BUSINESS 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.** 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 (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 my 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)**

Please complete this questionnaire to ensure all relevant information is collected from you at one time which will see your tax return and financial statements returned to you sooner. Remember our prices are based on you completing this questionnaire correctly and fully.

**CHANGE IN BUSINESS ACTIVITY**

Did you cease trading during this year	<b>YES/NO</b>	If so, what date? _____
Have you already completed an IRD Business cessation form?	<b>YES/NO</b>	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? \_\_\_\_\_

**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**

**NEW BUSINESS LOANS, HIRE PURCHASES OR LEASES**

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. **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**

**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**

**GST**

Are your GST registered **YES/NO**

**DEBTORS**

This is money owing **TO YOU** by your customers as at your balance date \$ \_\_\_\_\_ GST excl

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 <sup>th</sup> 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
<b>TOTAL</b>	<b>\$ _____</b>	<b>GST incl/excl</b>

**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

**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**

Please complete the table below with total income and expenses, or provide us with your cashbook e.g. banklink, MYOB

**INCOME/COMMISSION/SALES**

(Before any WHT deducted)

**Expenses**

	\$ _____
Purchases/Materials	\$ _____
Accounting	\$ _____
Advertising	\$ _____
Bank fees	\$ _____
Electricity	\$ _____
General expenses	\$ _____
Gifts for Clients (food or drink)	\$ _____
Gifts for Clients (not food or drink)	\$ _____
Insurance(please attach invoices)	\$ _____
Interest	\$ _____
Motor vehicle expenses	\$ _____
Printing and stationary	\$ _____
Rates	\$ _____
Rent	\$ _____
Repairs	\$ _____
Travel	\$ _____
Wages	\$ _____
Others:	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Are these figures GST inclusive or exclusive? (circle correct one please)

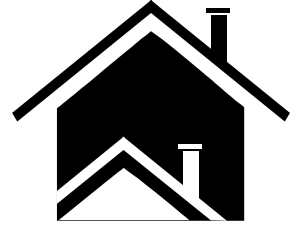
**GST incl/excl**

All invoices, workings and documentation should be kept in a safe place, well labelled, for 7 years in case of IRD audit

## 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 m<sup>2</sup>/ft<sup>2</sup> \_\_\_\_\_

Total Area of Garage m<sup>2</sup>/ft<sup>2</sup> \_\_\_\_\_

Business area of House m<sup>2</sup>/ft<sup>2</sup> \_\_\_\_\_

Business area of Garage m<sup>2</sup>/ft<sup>2</sup> \_\_\_\_\_

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?

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