

## BUSINESS INCOME CLIENT INTERVIEW AND INFORMATION SHEET

Client Name \_\_\_\_\_

### RECORDS & INFORMATION REQUIRED

**NB: This is a general- purpose questionnaire; some sections may not be applicable.**

**1 For All Bank Accounts Operated By The Business Please Supply The Following:**

- Electronic Copy of accounting software Zip backup file, preferably on CD, pen drive or emailed (if you operate your accounting system on a cashbook or accounting software) or printouts including 31 March Trial balance, full ledger, aged receivables and payables. **(Please advise password \_\_\_\_\_)**
- Cheque Butts (clearly state what the payment was for)
- Deposit Butts (clearly state 'non-sales' items)
- Bank Statements (all bank accounts)
- Reconciled cashbook (if used). Please note savings account entries if relevant.
- Daybook or Takings book (if used)
- Invoice Book (if used)
- Petty Cash – Details of any petty cash expenses for the year
- Electronic Copy of Bank Statements .CSV format, on disk or email (if use internet banking)

**2 Copies of GST Returns and Work-papers**

**Note:** We do not require creditors statements and invoices.

**3 Wages - Employer Monthly Schedules**

Please supply copies of all schedules sent to the IRD. Please provide full details of wages paid during the year and copies of all ACC invoices paid

### STOCK ON HAND/WORK IN PROGRESS

Stock on hand should be physically counted and valued at the lower cost, market selling value or replacement value. Profit must not be included. If you need any assistance with stock valuation please contact us.

Value of Stock on Hand \$ \_\_\_\_\_ GST incl./excl. Date of Stock take: 31 March .

Work in progress at balance date should be the cost of materials, direct labour and factory overhead after deducting any progress payments. Profit must not be included.

Value of Work in Progress \$ \_\_\_\_\_ GST incl./excl.

### CASH ON HAND

Cash on hand at balance date:

- Unbanked Takings \$ \_\_\_\_\_
- Petty Cash Float \$ \_\_\_\_\_
- Till Float \$ \_\_\_\_\_

**ACCOUNTS RECEIVABLE (SUNDRY DEBTORS)**

List total amount **owing to you** at balance date. GST incl./excl. \$ \_\_\_\_\_  
=====  
Specify whether GST is included or excluded.

**ACCOUNTS PAYABLE (SUNDRY CREDITORS)**

List amounts **owing by you** at balance date. Specify whether GST is included or excluded.

Name Of Creditors	Particulars	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total Accounts Payable</b>		GST incl./excl. \$ _____ =====

**EXPENSES PAID FROM CASH OR PERSONAL FUNDS**

- 1 Please supply a list of any expenses paid from takings before bankings were done, e.g. wages  
\_\_\_\_\_  
\_\_\_\_\_
- 2 Please supply a list of any business expenses paid from personal funds.  
\_\_\_\_\_

**PARTICULARS OF ASSETS**

Where you sold, scrapped or purchased any assets during the year please attach full details. Please supply solicitor's statements and/or Hire Purchase Agreements if applicable.

**TAX ALLOWANCE FOR WORK DONE AT HOME**

Do you use your own home for business purposes?

If so, what percentage of the total area is used for business? - \_\_\_\_\_ % (if changed from last year)

Interest paid on mortgages \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Rates (Please supply copy of Rate Demand) \$ \_\_\_\_\_

Power \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Any other house expenses \$ \_\_\_\_\_

If house or flat rented - total rents paid \$ \_\_\_\_\_

**BUSINESS MOTOR VEHICLE (\$)**

Please supply copy of logbook if applicable, or details of the percentage vehicle used for business (\_\_\_\_\_%). Have you adjusted your GST returns for private use? YES/NO (delete one) \*\*\* You need to keep a logbook for 3 months every 3 years.

**GOODS FOR OWN USE**

Amount of goods taken for own use \$ \_\_\_\_\_. Have you adjusted you GST returns? YES/NO (Delete one).

**HAVE YOU RAISED OR REPAYED ANY MORTGAGES AND/OR LOANS IN THIS FINANCIAL YEAR? YES/NO**

If yes please supply copies of loan agreements and solicitors statements. **We require all statements and/or summaries regarding monies you have borrowed. We need proof of balance owing at balance date and any interest paid during the year.**

**INCOME RECEIVED OTHER THAN FROM BUSINESS INCOME**

This applies when income is received by individuals and not recorded through the business records.

**INTEREST AND DIVIDENDS**

Provide full details of source and amount received. Dividend, interest and bonus issue advice slips are required to show interest withholding tax paid on your behalf and imputation tax credit available to you.

Please note we require dividend and interest advice slips to joint investments also.

**OTHER INCOME (ATTACH A SCHEDULE WITH DETAILS)**

- Rents
- Partnership, Trusts or Estates
- Overseas Income
- Other – e.g. salary allocated from other company
- Losses from any other Loss Attributing Qualifying Companies

**DONATIONS AND HOUSEKEEPER/CHILDCARE REBATES**

These rebates are now handled directly between yourself and the Inland Revenue Department. They no longer form part of the tax return.

**STATUTORY INFORMATION (Applicable to companies only)**

If you are a new company please provide certificate of incorporation, details of directors, shareholders, registered office, etc.

Have there been any changes in the:

- Directors of the company?
- Registered office of the company?
- Shareholding in the company?
- Residential addresses of shareholders and directors?
- Solicitors?
- Bankers?

**FAMILY TRUST**

**Does your family trust own any properties?** – If yes, have any improvements been made during the year? Please list

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**FAMILY SUPPORT**

If you have children, you may be entitled to, or are receiving Family Support. If we do not complete your spouse's return of income we will require details of their income to assess family support.

If your child left school during the year please advise the date of leaving school. The Inland Revenue Department is now requesting IRD numbers of each child. We will require these if you have not previously supplied them.

Name Of Child	Date Of Birth	Date Left School
_____	_____	_____
_____	_____	_____

Have you married, separated or otherwise changed your family circumstances during the year to 31 March ?  
YES/NO

Have you paid or received maintenance to/from any person during the year? YES/NO

Were you a full time wage/salary earner during the year (20 hours/week single parent or 30 hours/week for joint spouses)?  
YES/NO

If so, for how many weeks of the year? \_\_\_\_\_

**PLEASE PROVIDE BELOW ANY OTHER INFORMATION WE MAY REQUIRE FOR YOUR TAX RETURN:**

**GENERAL TERMS OF ENGAGEMENT**

I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot 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.

**TERMS OF ENGAGEMENT FOR GST RETURN PREPARATION**

If you have instructed this firm to complete your GST return your signature below confirms that you also hold the required tax invoices upon which your claims are made, any expenditure for which no credit is due being clearly identified to us at the time.

I also accept responsibility for any failure by me to supply all relevant records and information to you.

**PRIVACY ACT**

In terms of the privacy Act 1993 I authorise you to forward the tax return and financial statements to the Inland Revenue Department and a copy of the financial statements to my/our Bank.

I/We instruct you to link our tax matters to your Inland Revenue Department Tax Agency List.

I further authorise you to obtain any records or information you may require to complete my financial statements from my Bankers, Inland Revenue Department, Income Support and any other Institution to supply you with any additional information which you require to complete my/our Financial Statements/Tax Returns incl. Donation/Childcare and housekeeper Payment Rebates.

CLIENTS SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_