

164 Hardy Street, Nelson
03 539 1477 or 021 266 4192
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ANNUAL QUESTIONNAIRE

31 MARCH 2024

Business / Company / Self Employed

CLIENT NAME:

Contact Person:

Email Address:

Phone Number:

Address:

I instruct you to prepare the Financial Statements and Income Tax return for the year ended 31 March 2024.

I undertake to provide all information necessary to carry out this service and am responsible for the completeness and accuracy of this information.

You are authorised to communicate with solicitors, bankers, finance institutions and all government departments to obtain any information required for this service.

Signed: Date:

Please complete the checklist below, this will determine which parts of the questionnaire you need to answer.

If we also prepare your personal tax return, please complete the 'Individual Questionnaire' too.

	Yes	No	If 'yes' complete
1. What accounting system did you use this financial year?			
• Xero / Banklink / MYOB / other			1
• A manual system or no system (e.g. Cashbook / Bank statements)			1.1
• Transactions were processed by Helen McEwan Accounting during the year			No action required
2. Did you have any new loans, hire purchase or lease agreements during the year?			2
3. Do you carry stock or have WIP?			3
4. Did you have any accounts payable at 31/3/2024			4
5. Did you have any accounts receivable at 31/3/2024			5
6. Have you purchased or sold any fixed assets during the year?			6
7. Are you registered for GST?			7
8. Did you buy or sell a business, property or investments during the year?			8
9. Do you want to claim home office expenses?			9
10. Did you have any private use expenses during the year? E.g. Business assets for private use; motor vehicle etc			10
11. Did you incur any entertainment expenses?			11
12. Did you have property which is used both privately and for income earning use?			12
13. Did you receive any residential rental income?			13
14. Did you hold any cryptocurrency (e.g. bitcoin) during the financial year?			14
15. General - Please complete this section.			15

1 Accounting Software	Enclosed	N/A
<p>What software are you using?</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> • Copy of bank statement and loan statement showing the closing balance as at 31 March 2024. This is required for each business. • Copies of the following reports printed from your software if you are not using xero: <ul style="list-style-type: none"> - Detailed General Ledger for the year - Trial Balance as at 31/3/2024 - Bank Reconciliations as at 31/3/2024 		
1.1 Manual System or no System	Enclosed	N/A
<p>Please provide the following records:</p> <ul style="list-style-type: none"> • Your cashbook (if one is kept) • Bank statements for the full year (transactions clearly narrated) 		
2 Loans, Hire Purchases and Lease Agreements	Enclosed	N/A
<p>Please provide copies of any agreements that have been entered into during the financial year.</p>		
3 Stock on Hand & Work in Progress	Enclosed	N/A
<p>Please provide the following records:</p> <ul style="list-style-type: none"> • A copy of your year-end stocktake figures • Details of the nature of any work in progress at 31/3/2024 <p>The value of stock on hand (GST excl) at 31/3/2024 was: \$</p> <p><i>Note: original cost must be used as the value for all stock items on hand unless an independent valuation has been obtained</i></p> <p>The value of work in progress (GST excl) at 31/3/2024 was: \$</p> <p><i>Note: WIP should be valued at a cost of materials used, direct labour plus overheads after deducting any progress payments. Profit margin should not be included.</i></p>		
4 Accounts Payable (Creditors)	Enclosed	N/A
<p>If on xero, we can access your creditors, otherwise:</p> <p>Please provide the following records:</p> <ul style="list-style-type: none"> • A breakdown showing of all amounts owing to suppliers as at 31/3/2024 (GST Inclusive) <p>The total amount of all accounts payable as at 31/3/2024 was: \$</p>		

10	Business expense claims	Enclosed	N/A
	<p>Please provide the business use percentage for the following expenses and attach further details if required:</p> <p style="text-align: center;">Amount per month:</p> <p>Motor vehicle expenses: %</p> <p>Internet & Telephone %</p>		
11	Entertainment Expenses	Enclosed	N/A
	<p>Generally, only 50% of entertainment costs are tax deductible, examples of 100% deductible expenses are below:</p> <ul style="list-style-type: none"> • Meals while travelling on business (unless with an existing or potential business contact). • Meals provided at a conference of at least four hours duration not including meal breaks. • Incidental entertainment at functions open to the public and with trade displays. • Meals whilst on an overseas trip. <p>We will assume that all entertainment expenses are 50% deductible unless you provide details of amounts that are 100%.</p>		
12	Mixed Use Assets	Enclosed	N/A
	<p>You have a mixed-use asset if it is used for both private use and income-earning use.</p> <p>Property, regardless of cost price or current value e.g. holiday home, house/room used for AirBnB</p> <p>If you have any of the above, please advise:</p> <ul style="list-style-type: none"> • Number of days income earned. • Number of days used privately. • Number of days it was unused. • Total income received. • Expenses relating to the asset for the year e.g. rates, power, insurance plus any other costs directly related to guests, such as food and consumables. 		
13	Rental Income	Enclosed	N/A
	<ul style="list-style-type: none"> • Details of rental income received • Details of rental expenses incurred, including insurance, rates, repairs, body corporate etc • Copies of loan statements for the full year for all loans • Property management statements (if applicable) • Copies of sale and purchase agreements and settlement statements if rental properties were purchased or sold, in the year. 		

<p>14 Cryptocurrency</p> <ul style="list-style-type: none"> Please provide details of any cryptocurrency received / bought / sold / transferred in the past year. 	<p>Enclosed</p>	<p>N/A</p>
<p>15 General (To be completed)</p> <p>Please provide the following information:</p> <ul style="list-style-type: none"> Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000 (if not available in your accounting software) Details of any contingent liabilities or future commitments (including lease commitments, for example, guarantees provided by the business or a commitment to buy a large capital item) Details of the nature and value of any business goods taken for personal use during the financial year Details of the amount of any business income not banked into the business account, for example cash taken for private use or cash taken to pay business expenses Details of any business expenses paid from private funds which have not been reimbursed by the business. 	<p>Enclosed</p>	<p>N/A</p>
<p>Notes, additional information</p>		