

BUSINESS INCOME & CLIENT QUESTIONNAIRE

BUSINESS NAME

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PLEASE COMPLETE AND SIGN THIS
FORM, THEN CONTACT US TO ARRANGE
COMPLETION OF YOUR ACCOUNTS &
TAX RETURN FOR

THE YEAR ENDED 31/3/_____

Financial & Bank Records

Tick if
Enclosed

1. **Cashbooks & Bank Reconciliations at balance date.** Include Trial Balances & General Ledger listings (plus backup disk) **OR**
2. All **Bank Stats** & Cheque/Deposit Books **Credit Card Statements** for all business a/cs.
3. All **Cash Books & Petty Cash Books** (manual or computerised) showing all transactions, preferably reconciled to bank statements. Back-up disk (if applicable).
4. Details of **Cash on Hand** at balance date (including floats, cash sales not banked, etc)
5. Solicitor Statements or other Contracts relating to sale & purchase agreements, business purchases, hire purchases and loans.

Note, the only computerised backups acceptable are from Excel, MYOB, & Xero.

Inland Revenue & Tax Return Records

6. All **GST Returns** & working papers if GST returns where not prepared by us.
7. Wage & PAYE Reconciliation details.
8. All FBT Returns & working papers if not prepared by us.
9. Interest & Dividend Statements (business & personal).
10. **NOTE:** "Summary of Earnings" showing personal Salary/Wages will be sent direct to us.

General Information

11. Were all Receipts banked into the business bank account? **YES/NO**
12. Where were amounts not banked into business bank account spent?
 - personal expenditure \$.....
 - business expenditure (attach details) \$.....
 - lodged into other bank accounts \$.....
13. Value of goods taken for private use @ cost including GST \$.....
14. Private use Percentage of business motor vehicles%
(supported by log book for 3 months every 3 years)
Provide details of your FBT workings if you are a company with motor vehicles.
15. **Accounts Receivable** (Money owed to you)
Attach a list of amounts owed to you as at balance date. \$..... incl/excl GST
(Please provide details of any Bad Debts)
16. **Accounts Payable** (Money owed by you)
Attach a list of amounts owed by you as at balance date. \$..... incl/excl GST
(Indicated the type of expense, eg. Purchases, Phone, etc)

17.	<p><u>Home Office</u> Do you have an area set aside at Home as a Business Office? YES/NO If YES, please complete the following (if not already claimed in business):</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Annual Power</td> <td style="width: 40%; text-align: right;">\$.....</td> </tr> <tr> <td>" Rent/Rates</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>" Repairs & Maintenance</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>" Interest on Mortgage</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>" Insurance (House & Contents)</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>" Annual Phone Rental</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>" Internet Costs/% Used for Business</td> <td style="text-align: right;">\$..... %</td> </tr> <tr> <td>" Business Toll Calls</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>Size of Office & Work Areas</td> <td style="text-align: right;">.....sq ft/M</td> </tr> <tr> <td>Total size of all buildings & work areas</td> <td style="text-align: right;">.....sq ft/M</td> </tr> </table>	Annual Power	\$.....	" Rent/Rates	\$.....	" Repairs & Maintenance	\$.....	" Interest on Mortgage	\$.....	" Insurance (House & Contents)	\$.....	" Annual Phone Rental	\$.....	" Internet Costs/% Used for Business	\$..... %	" Business Toll Calls	\$.....	Size of Office & Work Areassq ft/M	Total size of all buildings & work areassq ft/M	<i>Tick if Enclosed</i>
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18.	For Companies & Partnerships; Has there been any changes in shareholding or partners during year? (Show dates & changes)																					
19.	<p><u>Stock on Hand / Work in Progress</u> Value of Stock on Hand & Work in Progress as at balance date. This value should be based on the lower of cost or market value of the stock/WIP (including allocation of overheads) & excluding GST.</p> <p style="text-align: right;">\$.....</p>																					
20.	<p><u>Fixed Assets</u> Attach details of assets purchased or sold during the year, specifying; Date purchased/sold, method of payment, amount paid/received, trade-in details, type of Asset. Include a copy of any purchase/HP agreements.</p>																					

TERMS OF ENGAGEMENT

I/We authorise **Optimal Business Services Ltd** to act as our agent for all Tax Revenues and Types. We accept responsibility for the accuracy & completeness of the information supplied which is used in the preparation of our financial statements and/or tax returns.

Optimal Business Services Ltd are not required to complete an audit and we accept therefore that their work cannot be relied upon to detect error or fraud. We further understand that the financial statements will be prepared at our request and for our purposes only and that Optimal Business Services Ltd or their employees will not be liable for any losses, claims or demands by any third person.

We further acknowledge that payment for fees in relation to the work undertaken will be made once an invoice is issued. **Note that, any related Tax Returns will not be sent to the IRD for processing, and no further work will be undertaken by us, until full payment for the invoice is received.**

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Clients Signatures

Once you have completed this form and gathered all the relevant information, please contact us to arrange a time to drop the records in to us and review if needed.

OPTIMAL BUSINESS SERVICES LTD

PO Box 31-355, Lower Hutt. Ph 04-566-5549 Fax 04-566-5550, Mobile 021-444-548 Email brian@obslink.co.nz