



Evelyn Mae
Limited

2018 BUSINESS QUESTIONNAIRE

Do NOT use this one for a Rental - there is a different questionnaire

NAME:

IF YOU ARE ON BANKLINK (and have been for the full financial year) PLEASE GO DIRECTLY TO QUESTION 4 – and there is also a section at the end that is for BankLink clients only

Circle Answer

IF YOU ARE ON BANKLINK SKIP TO NUMBER 4

1 BANK STATEMENTS – this applies to ANY bank accounts with *business transactions*

For all accounts **ALL** of the bank statements for **THE FULL YEAR** from 1 April 2017 to 31 March 2018

Supply - Cheque Account	Yes	No	N/A
- Savings Account	Yes	No	N/A
- Other Account	Yes	No	N/A
- Credit Card	Yes	No	N/A

OR CASHBOOK – provide summary and detailed cashbooks and ledgers Yes No N/A

2 CHEQUE AND DEPOSIT BOOKS

For all accounts for the year. Check accurate descriptions are on the cheque and deposit butts – **ALTERNATIVELY** – write details on each line of bank statements

Yes No N/A

3 GST RETURNS

Attach a copy of ALL GST returns and workings.

Yes No N/A

ALL CLIENTS

4 LAST CHEQUE WRITTEN

What was the number of last cheque written before 31 March 2018? _____

Yes No N/A

5 OVERDRAFT FACILITY

Do you have an authorised overdraft facility? How much? \$ _____

What is the interest rate on the authorised overdraft? _____ %

Yes No N/A

6 PETTY CASH

Provide petty cash book if petty cash system used

Yes No N/A

7 UNBANKED INCOME / CASH FLOAT

Did you retain a cash float at year end? \$ _____

Any income received before 31 March 2018 not banked until April \$ _____

Yes No N/A

8 INCOME BANKED INTO PERSONAL ACCOUNTS OR CASH TAKEN FROM SALES AND NOT OTHERWISE ACCOUNTED FOR Yes No N/A
 Attach full details – date, who from, \$ amount and whether GST accounted for

9 CASH PAYMENTS FROM SALES Yes No N/A
 Was cash taken from the till to pay expenses? If yes provide details

10 GOODS TAKEN FOR OWN USE Yes No N/A
 During the financial year were goods taken for private use? If yes what was the total amount taken? (incl. GST) \$ _____

11 IMPORTING GOODS – CUSTOMS & FREIGHT INVOICES Yes No N/A
 If you import goods then please supply **ALL** invoices relating to the imported goods, Purchase, Customs & Freight Invoices

12 EXPENSES PAID PRIVATELY OR WITH CREDIT CARD Yes No N/A
 Did you pay for any business expenses with personal funds? (If yes provide a list showing date, who to, what for, amount, and whether GST was claimed **OR** credit card statements with business expenses highlighted and detailed)

13 DEBTORS / ACCOUNTS RECEIVABLE Yes No N/A
 List of accounts outstanding at year end, after writing off bad debts. (Amounts owing to you by your customers i.e. invoiced before 31 March but not paid till April or later)
Debts considered "BAD" need to be physically written off ledger PRIOR to 31 March.

Name	Type of Income	GST incl \$

14 CREDITORS / ACCOUNTS PAYABLE Yes No N/A
 List of all accounts owing at year end (Amounts owing by you to your suppliers)
These are invoices received that are dated March but not paid until April or later

Name	What for	Amount

15 WORK IN PROGRESS Yes No N/A
 Was there work partly completed, but not charged to customers at 31 March 2018?
 If yes attach details.
Assess the value of work done as follows:
 Cost of material supplied to balance date \$ _____
 Plus cost of labour supplied up to balance date \$ _____
 Value of work in progress at balance date \$ _____

16 STOCK Yes No N/A
 Stock take done @ 31 March 2018. Attach the stock count sheets of your required physical stock count or advise the total stock figure excluding GST. (Stock should usually be valued at cost price) \$ _____

17 MOTOR VEHICLES Yes No N/A
A) Logbook
 Is your vehicle log book less than 3 years old? Business Use _____ % Yes No N/A
 If **NO**, keep one for the next 3 months and advise us of the business %
Please note a detailed and accurate log book must be completed for a 3 month period every 3 years or motor vehicle expenses will be limited to a maximum of 25% of expenses – i.e if you can justify 25% - without a logbook may be difficult

OR Number Km's
B) Mileage - the total number of kilometers traveled for business -----
Remember - you must be able to justify this mileage with a logbook or similar (don't guess!)

18 DO YOU HAVE A BOAT, BACH or RENTAL PROPERTY? Yes No N/A
 If you rent it out to the public AND you use it yourself then we need the details as shown below.
 If you are not sure if it applies to you – please ask
If so we need the following information:

	<u>No. of Days</u>	<u>Rent Paid</u>
Number of days rented or leased to independent 3 rd parties _____		\$ _____
Number of days used by you or your family _____		\$ _____

PLEASE PROVIDE A DETAILED LIST OF DATES, NAMES, AMOUNTS ETC

19 ASSETS – PURCHASED OR SOLD Yes No N/A
 If there have been any assets sold or purchased during the financial year please provide details and invoices (receipts) – remember to include motor vehicles here
Assets are those items with a life of more than 1 year that cost more than \$500

Assets Purchased

Description	Date	\$	Invoice Attached
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>

Are any of these on Hire Purchase (HP) or was a loan taken out? Yes No N/A
 If so provide a copy of the hire purchase or loan agreement.

Assets Sold or Scrapped

Description	Date	Sold/ Scrap	\$

20 FBT RETURNS Yes No N/A
 Attach a copy of ALL FBT returns and workings.

21 LOAN STATEMENTS Yes No N/A
 Provide copies of Loan statements showing interest and principal paid for the year.

22 NEW MORTGAGE / LOAN DETAILS Yes No N/A
 Attach a copy of any other NEW Mortgage / Loan / HP agreements

23 REPAIRS AND MAINTENANCE Yes No N/A
 Attach copies of invoices for all repairs and maintenance over \$500?

24 LEGAL EXPENSES Yes No N/A
 Attach copies of invoices for all legal fees in the last financial year

25 INTEREST RECEIVED Yes No N/A
Attach Interest certificates – including statements for PIE’s so we can check PIR rate etc and advise

26 DIVIDENDS RECEIVED Yes No N/A
Attach Dividend certificates

27 DONATIONS / SPONSORSHIP RECEIPTS Yes No N/A
Attach ORIGINAL receipts for all Donations (or Sponsorship) that were made during the year

28 ENTERTAINMENT EXPENSES Yes No N/A
If you are audited can you provide details of all entertainment expenses? I.e. Who entertained? Etc.

29 HOME OFFICE – Do you have an area set aside for business in your home? Yes No N/A

Body Corp fees	\$ _____	Electricity	\$ _____
Gardening	\$ _____	Gas	\$ _____
Insurance – contents	\$ _____	Repairs – office area only	\$ _____
Insurance – house	\$ _____	Repairs – rest of house	\$ _____
Phone - Business tolls & cell phone only	\$ _____	Rates – Council & ARC	\$ _____
Interest on Mortgage	\$ _____	Water rates	\$ _____
Rent	\$ _____	Telephone – rental only	\$ _____
Other specify.....	\$ _____	Other specify.....	\$ _____

Total area of house _____ Total area used for Business _____

Did you move during the year? Yes / No Date of Move _____
If you did move please provide month by month breakdown for all the expenses that apply above

30 BUSINESS DESCRIPTION - Please write in a description of what your business does

31 BANK ACCOUNT NUMBER - Please enter the account number for any tax refund for the business

32 CORRESPONDENCE & NEWSLETTERS Via Email or NZ Post

33 UPDATE CONTACT DETAILS - PLEASE complete email / phone even if you think there are no changes

Postal Address: **Work Phone:**

..... **Home Phone:**

..... **Fax Number:**

Physical Address: **Cellphone:**

..... **Email:**

34 OTHER INFORMATION AND INTENTIONS

Yes No N/A

What plans do you have that might be relevant to your tax situation?

E.g. sale/purchase rental or business, moving into import/export, expected large increase/decrease in sales, re-locating overseas, opening an overseas branch etc. Details below:

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BANKLINK CLIENTS ONLY

35 BANK STATEMENT – YOU ARE ON BANKLINK BUT WE STILL NEED ONE BANK STATEMENT FOR EACH ACCOUNT SHOWING THE BALANCE AT 31 MARCH 2018

For all accounts that are used for the business please supply the statement that shows 31 March 2018

- | | | | |
|-------------------|-----|----|-----|
| - Cheque Account | Yes | No | N/A |
| - Savings Account | Yes | No | N/A |
| - Other Account | Yes | No | N/A |
| - Credit Card | Yes | No | N/A |

36 CODING REPORT

Yes No N/A

IF YOU NORMALLY RECEIVE AN ANNUAL CODING REPORT (clients who do not code their own data in BankLink and we do not do GST for) then this will be emailed or posted to you soon.

However if you do not receive it please phone or email us to request it.
