

ANNUAL QUESTIONNAIRES

Annual questionnaires are incredibly important because they provide us with the essential information we need to complete your financial accounts and ensure that all your tax obligations are met. Through them we also able to gain a better understanding of your financial affairs and insight into how this could be improved.

Please take the time to complete the questionnaire(s) that apply to you. You may be required to complete more than one type of questionnaire depending on the entities that are applicable to you.

If you are unsure of the questionnaire that applies to you, or how many questionnaires you are required to complete, please contact us on 09 309 7851.

The completed questionnaire(s) and any supporting information should be:

Posted to: PO Box 113150, Newmarket, Auckland 1149



Name:
Year Ended: 31 March 2016

	Yes?	Information to send :
1. Have there been any changes in shareholding or trusteeship?	<input type="checkbox"/>	Details of any changes
2. What accounting system do you use?		
One of the following computerised systems;		Please provide either:
Xero	<input type="checkbox"/>	A system backup for the financial year by
MYOB	<input type="checkbox"/>	email, disk or USB
Quickbooks	<input type="checkbox"/>	or
Cash Manager	<input type="checkbox"/>	An access invite if Bellingham Wallace
Banklink	<input type="checkbox"/>	does not already have access to your
Moneyworks	<input type="checkbox"/>	online or cloud based system
Another computerised system	<input type="checkbox"/>	Please provide:
		System name
		General ledger printout
		Trial balance
		Bank reconciliation at year end
		Profit and loss or cashbook report
		Balance sheet
		Debtors printout
		Creditors printout
A manual system or cashbook	<input type="checkbox"/>	Please provide:
		Your cashbook (if one is kept)
		Bank reconciliation at year end
		Cheque books and deposit books
		Bank statements for the full year
Bellingham Wallace process my transactions	<input type="checkbox"/>	
3. Do you employ staff?	<input type="checkbox"/>	Wage reconciliations if completed
		PAYE returns
		Holiday pay and bonuses owing at year
		end and how much will be paid out within
		63 days
4. Did you have any loans, hire purchase or leases?	<input type="checkbox"/>	Copies of any new agreements
		Loan / lease statements
5. Do you have stock, work in progress or goods in transit?	<input type="checkbox"/>	Stocktake workings
		Work in progress workings
		Goods in transit workings
6. Do you have accounts payable at year end?	<input type="checkbox"/>	Accounts payable listing as at year end
7. Did you have accounts receivable at year end?	<input type="checkbox"/>	Accounts receivable listing at year end
		List of bad debts written off during the year
8. Have you sold or purchased land or buildings?	<input type="checkbox"/>	Settlement statement
		Sale and purchase agreement
		Lawyers invoice
		Valuation

- | | Yes? | Information to send : |
|--|--------------------------|--|
| 9. Have you purchased fixed assets during the year over \$500 (GST exclusive)? | <input type="checkbox"/> | Description of assets including the date purchased, purchase price, and whether the asset was purchased new or second hand
Copies of invoices |
| 10. Have you sold or disposed of fixed assets during the year? | <input type="checkbox"/> | Description of assets including the date sold or disposed of and price
List of assets written off |
| 11. Do you pay Fringe Benefit Tax? | <input type="checkbox"/> | A copy of all FBT returns and workings |
| Yes, prepared internally | <input type="checkbox"/> | |
| Yes, prepared by Bellingham Wallace | <input type="checkbox"/> | |
| No | <input type="checkbox"/> | |
| 12. Do you file GST returns? | <input type="checkbox"/> | A copy of all GST returns and workings |
| Yes, prepared internally | <input type="checkbox"/> | |
| Yes, prepared by Bellingham Wallace | <input type="checkbox"/> | |
| No | <input type="checkbox"/> | |
| 13. Did you receive any interest or dividends during the year? | <input type="checkbox"/> | Resident Withholding Tax certificates
Dividend Statements |
| 14. Did you buy or sell investments (e.g. shares, bonds, debentures)? | <input type="checkbox"/> | All documentation relating to the sale or purchase |
| 15. Did you have any overseas income or expenses? | <input type="checkbox"/> | Details of amounts received or paid |
| 16. Did you buy or sell any overseas investments (e.g. shares, bonds, debentures)? | <input type="checkbox"/> | A copy of all documentation relating to the sale or purchase |
| 17. Do you have an office at home? | <input type="checkbox"/> | Please complete table A below |
| 18. Did you have any cash on hand at year end (e.g. petty cash, sales | <input type="checkbox"/> | Total cash on hand |

Included?

- | | | |
|--|--------------------------|---|
| 19. Please send the following additional information, where applicable | <input type="checkbox"/> | ACC invoices |
| | <input type="checkbox"/> | Bank statements at year end for all bank accounts |
| | <input type="checkbox"/> | Business expenses paid personally |
| | <input type="checkbox"/> | Gifting statements and deeds of forgiveness of debt |
| | <input type="checkbox"/> | Goods taken for personal use |
| | <input type="checkbox"/> | Insurance invoices |
| | <input type="checkbox"/> | Invoices for repairs and maintenance over \$500 (GST exclusive) |
| | <input type="checkbox"/> | Legal invoices |
| | <input type="checkbox"/> | Loan statement at year end |
| | <input type="checkbox"/> | Rates invoice |
| | <input type="checkbox"/> | Rental agreement |

Yes?

20. Would you prefer:

- Printed and bound copies of you accounts
- A PDF copy of your accounts sent by email

How many copies would you like?

21. Would you like to receive any information on the following services we provide?

- Management cashflows and budgets
- Sustainability
- Business improvement courses and seminars
- Business valuations
- Business financial health check
- Business structuring and succession planning
- Accounting software and training

22. Declaration

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire 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 not asked to provide any assurance on my financial statements. I understand your work can not 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. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Signature : _____

Table A - Home office

The annual total expense of:

Body corporate fees	\$
Insurance	\$
Interest (on mortgage)	\$
Power and gas	\$
Rates and water rates	\$
Repairs and maintenance	\$
Rent (if property is not owned)	\$

If you have not previously supplied these details or there have been any changes in the past year, please provide the following information.

Total floor area of the house		sq / m
Total floor area used for business purposes		sq / m
Total cost of the property (if owned)	\$	
Last valuation of the property (if owned) - Land	\$	
Last valuation of the property (if owned) - Buildings	\$	

If you do not have a valuation available please supply a copy of your latest rates notice.