

## Section Two – Business

Please work through the items listed in the Checklists below and tick off as you gather the records. Attention to this will assist us in compiling your Financial Statements and Tax Returns, so that we can efficiently minimise your taxation compliance costs.

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### General Details:

Entity: .....

IRD Number: .....

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**Business Checklist.** Please provide details in the following areas.

- Bank Statements, Cheque Butts, Deposit Books, Cash Book, Other Relevant Source Documents.** Please ensure that these cover the whole period to 31 March 2020.
  
- Stock on Hand /Work In Progress (including GST).** Please indicate total cost price as per stocktake at balance date. \$.....
  
- Cash on Hand.** \$.....
  
- Cash Sales Not Banked to Business Account.** \$.....
  
- Debtors/Accounts Receivable (including GST) as at 31 March 2020.** Covers the amounts owing but not received as at balance date.
  
- Creditors/Accounts Payable (including GST) as at 31 March 2020.** Covers the amounts owed but not paid as at balance date.
  
- Prepayments.** Both Prepayments paid by you, and those received in advance. These may be contract progress payments, or deposits paid or received for future goods, services, gift vouchers and lay-bys, or for stock not yet supplied.
  
- Fixed Assets (including GST).** Please provide source documents for any asset bought or sold during the year (e.g. vehicles, equipment, land & buildings).
  
- Fixed Assets Disposed of.** Check last year's Depreciation Schedule in your Financial Statements, and indicate any disposal.
  
- New Hire Purchase and Lease Agreements.**
  
- Mortgage & Other Loan Statements.** Please provide loan statements for the full tax year.
  
- Bad Debts Written Off (including GST).**
  
- Private Portion of Expenses.** Please advise details of expenses paid through the business that are wholly or partly private in nature (e.g. personal insurance, private vehicle running expenses).
  
- Cash Expenses.** Please provide details on a separate schedule with attached receipts/invoices of business expenses paid privately.
  
- Business Use of Private Motor Vehicle.** If applicable, please provide details of business related vehicle expenses or mileage on a separate schedule.

**PTO**

- Home Office Claim (office, garage & storage).**
  - Mortgage Interest/Rent \$.....
  - Insurance (Home & Contents) \$.....
  - Rates \$.....
  - Heat, Light & Power \$.....
  - Repairs & Maintenance \$.....
  - Renovations \$.....
  - Loan Fees/Legal Fees re Loan Financing \$.....
  
  - Property Purchase Price \$.....
  - Government Valuation - Land Value \$.....
  - Government Valuation - Improvements Value \$.....
  
  - Total Area of House & Garage Sqm .....
  - Total Bus Area of House & Garage Sqm .....

- Telephone Expenses.** If not paid separately through the business account, please advise the following:
  - Business Telephone/Mobile Expenses \$.....
  - Home Telephone Expenses \$.....
  - Internet Expenses \$.....

**Entertainment Expenses.** Only 50% of qualifying entertainment expenses are deductible, with some exceptions. Please provide details of all entertainment expenses.

**Travel and Accommodation.** Business expenses while travelling in NZ away from home base are fully deductible. This includes food unless you meet with clients. If you use a company car, no FBT is payable while you are away on business.

**Goods Taken For Own Use.** Please advise details.

**Insurance/ACC Levies.** Please include copies of invoices/statements.

**Legal Fees.** Particularly in relation to property transactions, some fees are not deductible. Please provide us with all documents and invoices.

**IRD Payments/Refunds.** Please identify these correctly – ACC, GST, PAYE, FBT, RWT, Provisional, Terminal.

**Changes.** Were there any changes in the Business – e.g. changes in the Company Directors or Shareholders, in the Primary Business Activities, or in your contact details.

**I/We authorise Garden City Business & Tax Limited to complete my/our financial statements and tax returns.**

**Please sign, Date and return your Questionnaire and return with your records.**

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Signature

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Signature

.....  
Date