

2016 BUSINESS INCOME QUESTIONNAIRE

NAME OF CLIENT:

INFORMATION AND RECORDS REQUIRED TO COMPLETE ANNUAL ACCOUNTS

Please read "Your Annual Accounts" information printout before completing

	SUPPLIED	N/A
1.BANK STATEMENT or CSV FILE OF BANK ACCOUNTS		
For the income year 1 April 2015 to 31 March 2016 for all Business accounts <i>(please note that this is not required if we have had your bank records during the year to do GST returns or if you have supplied computer records as below)</i> IN <u>ALL</u> CASES WE NEED COPIES OF BANK STATEMENTS AS AT 31 MARCH 2016 TO VERIFY BALANCES	<input type="checkbox"/>	<input type="checkbox"/>
2. COMPUTER OR CASHBOOK RECORDS (IF USED)		
Include all General ledger printouts (i.e. by account) and backup or if online MYOB or XERO please invite us as advisor	<input type="checkbox"/>	<input type="checkbox"/>
3. LOANS/HIRE PURCHASE AND LEASE AGREEMENTS		
a) Lease and/or hire purchase documents for any new finance arrangements	<input type="checkbox"/>	<input type="checkbox"/>
b) Loan statement as at 31 March 2016, showing interest/principal split for the year.	<input type="checkbox"/>	<input type="checkbox"/>
4. VEHICLE		
a) Vehicle Log Books Business usage %	<input type="checkbox"/>	<input type="checkbox"/>
b) Mileage if under 5,000km per year km		
c) Company owned vehicle(s) Number of days unavailable (if more than one vehicle please split out)		
5. GOODS AND SERVICES TAX		
Copies of GST workings (if prepared manually) <i>(please note that this is not required if we prepare your GST returns or you prepare through MYOB or XERO)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. WAGES		
Your Wage records—Book or Computerised payroll records. <i>(please note that this is not required if we prepare your PAYE returns)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of any remuneration owing to employees as at balance date (holiday or bonuses) and indicate what portion of these amounts were paid, or will be paid, within 63 days of balance date.	<input type="checkbox"/>	<input type="checkbox"/>
7. LEGAL		
Solicitors statements for all business transactions e.g. Sale and Purchase Agreement, Statement of Account, Fee Invoice	<input type="checkbox"/>	<input type="checkbox"/>
8 . ENTERTAINMENT		
Generally only 50% of entertainment costs are tax deductible. However there are exceptions (please see information printout and provide details of any exemptions)	<input type="checkbox"/>	<input type="checkbox"/>
9. ACC LEVY		
Please supply all copies of ACC & Insurance invoices. <i>(If you do not have copies of ACC invoices we can obtain these on your behalf)</i>	<input type="checkbox"/>	<input type="checkbox"/>

10. REPAIRS AND MAINTENANCE OVER \$500

Please supply a copy of any invoices relating to repairs & maintenance where the invoice total is over \$500 (excl GST).

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11. CASH ON HAND

Cash on hand should include cash floats, petty cash and cash sales prior to balance date but not yet banked

\$.....

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12. DEBTORS/ACCOUNTS RECEIVABLE—INVOICES OWING TO YOU AT BALANCE DATE

Please complete the attached schedule (or provide a Debtors printout) showing the individual accounts as owed at 31 March 2016

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(Bad debts should be written off BEFORE the 31 March 2016)

13. TRADING STOCK ON HAND or WORK IN PROGRESS

Stock take at balance date. It should be valued at the lower of cost & market value. (adequate records should be retained to substantiate this figure)

\$.....

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Work in progress at balance date.

(should be valued at cost of materials used, direct labour plus factory overheads,. Profit margin should not be included)

\$.....

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Please contact us if you are unsure of how to value your stock or work in progress

NOTE: STOCK FIGURE IS NOT REQUIRED IF UNDER \$10,000

14. FIXED ASSETS

Please complete the attached schedule providing full details of the following:

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- a) Purchases greater than \$500 (excl GST) and a copy of the invoice
- b) Full details of all Fixed Assets sold—including trade-ins.
- c) Please advise if any assets need to be written off/disposed of
(refer to last years Fixed Asset Schedule)

15. CREDITORS/ACCOUNTS PAYABLE—ACCOUNTS OWED BY YOU AT BALANCE DATE

Please complete the attached schedule (or provide a Creditors printout) showing all outstanding amounts along with the name of the Creditor and full details of what each payment was for (please specify whether GST included or not)

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16. HOME OFFICE/STORAGE AREA

If you have an area set aside principally for business purposes please provide details on the attached schedule

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(Please note that this section must be completed each year)

17. EXPENSES PAID PRIVATELY

Please supply details of any out of pocket expenses which have not been reimbursed by the business. Paid personally/cash/credit card. Please supply a list and summary of these if applicable.

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18. CONTINGENT LIABILITIES/WARRANTIES—EVENTS AFTER BALANCE DATE

Please advise any possible Liabilities that may occur in the near future. Any warranties/guarantees that exist or any major events that have occurred after balance date e.g. Bad debts

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19. DONATIONS

Please ensure that you provide copies of all Donation receipts

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20. FINANCIAL ARRANGEMENTS

Please provide copies of any Financial Arrangements such as HP Agreements, Leases, Bank loans etc

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DEBTORS/ACCOUNTS RECEIVABLE SCHEDULE OF INDIVIDUAL ACCOUNTS (GST INCL)

[illegible]

FIXED ASSETS SCHEDULE

[illegible]

CREDITORS/ACCOUNTS PAYABLE SCHEDULE

(Please specify whether GST is included or not)

[illegible]

HOME OFFICE/STORAGE AREA

Power & Gas	\$.....	Interest (on Mortgage) or Rent	\$.....
Rates	\$.....	Water Rates	\$.....
House Insurance (Home & Contents)	\$.....	Repairs and Maintenance	\$.....
Body Corporate Fees	\$.....		
Home Phone - Rental Portion	\$.....	Business Calls	\$.....

Note: If you have supplied details of your house and the area used for business purposes to Ryan Accounting Ltd in prior years, and the details have not changed, you do not need to supply the following information

Total floor area of the house is (incl garaging):m2

Total floor area used for business purposes is:m2

IMPORTANT: If any part of this document is not completed we will assume that the required figure is nil or this question does not apply to your business.

Client Name.....

TERMS OF ENGAGEMENT

Ryan Accounting Ltd will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services can not be relied upon to detect any fraud or error in the organisation.

- a) You will provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b) You understand that the financial statements will be prepared at your request and for your purposes only and that we will not be liable for any losses, claims or demands by any third person.
- c) If we sign any GST returns on your behalf, it is with your authority and as your duly authorised Accountant and is not in a capacity as an employee.
- d) If not all of the receipts, invoices or vouchers are supplied to us we will assume that all receipts are held by you at the time of preparation of your Financial Account and GST returns.

TERMS TO SERVICE

1. We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.
2. We hereby authorise Ryan Accounting Ltd to seek any additional information or records they may require for the purpose of preparing our financial statements and Income Tax Returns from any third party and we hereby also authorise any such third party to provide you with the information required.

SIGNED.....

DATE.....

For and behalf of:

Print Name:.....

Print capacity.....

eg Director, Owner, partner, Trustee.