

Financial Statements - 2021 Business Questionnaire



Ensure this questionnaire is completed and included with your records.

Neovia Ref: _____

| | | | |
|-------------------|--|------------|--|
| Client Name: | | | |
| Balance Date: | | Phone: | |
| Email: | | Cellphone: | |
| Physical Address: | | | |
| Postal Address: | | | |

To: Neovia Advisory Limited.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to obtain information from Inland Revenue about all tax types. This includes information through all Inland Revenue media and communication channels.

Signature _____

Date _____

| Records Required (For 12 months to Balance Date) | Comments |
|--|--|
| <p>Where you operate a Computerised Cashbook or Integrated Accounting Software package</p> <p>Please provide:</p> <ul style="list-style-type: none"> • Backup as at end of financial year (please include Password if necessary) by email or USB stick • Copy of Bank Reconciliation as at balance date for all bank accounts. • Final Bank Statement for year for all bank accounts. • If you run Inventory, an Inventory Summary report (at cost) at balance date. • Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date. <p>Or, where you supply a written Cashbook</p> <p>Please provide and include one-month past balance date:</p> <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly. • Bank statements including any savings account or term deposits • Cheque & Deposit butts showing the nature of each payment/deposit. <p>Or, where no Cashbook is supplied:</p> | <p>Password _____</p> <p>If you use Xero, please arrange to invite us as a user.</p> |

| | | |
|--|--|--|
| Please provide and include one-month past balance date: <ul style="list-style-type: none"> • Bank Statements including any savings account or term deposit. • Cheque & Deposit butts showing the nature of each payment/deposit. • Receipt books. Make sure any items not for business sales are clearly marked. • Suppliers invoices filed in cheque number order. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Loan Statements | | |
| Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year. | <input type="checkbox"/> | |
| Goods & Services Tax (GST) Returns | | |
| Supply copies of GST Returns and work papers. | <input type="checkbox"/> | |
| Employers - Wages paid to Employees | | |
| Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD. OR Send a copy of your Employer Monthly Deduction Schedule (IR345 Green Form) | <input type="checkbox"/> <input type="checkbox"/> | |
| Fringe Benefit Tax (FBT) Returns | | |
| Supply copies of FBT Returns and work papers. | <input type="checkbox"/> | |
| Interest & Dividends Received | | |
| Supply copies of certificates/dividend advice notices. | <input type="checkbox"/> | |
| Cash On Hand | | |
| Cash on Hand* \$_____ Date Banked ___/___/___ Petty Cash \$_____ Till Floats/Cash Floats \$_____ * (Include cash sales prior to balance date but not banked until after balance date) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

| Stock On Hand | | |
|---|--|--|
| <p>Stock must be physically counted and adequate records retained to substantiate the physical count.</p> <p>Stock on hand should be valued at the lower of cost, market selling value or replacement value.</p> | <input type="checkbox"/> | <p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p> |
| Work In Progress | | |
| <p>Work in Progress should be valued at cost of materials, direct labour and factory overheads less any progress payments</p> | <input type="checkbox"/> | <p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p> |
| Accounts Receivable (Debtors) - See attached Schedule 1 | | |
| <p>All accounts or amounts owing to you at balance date should be scheduled</p> <p>OR</p> <p>Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Debtors Report as at balance date</p> | <input type="checkbox"/> <input type="checkbox"/> | <p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p> |
| Bad Debts | | |
| <p>Please provide a schedule for Bad Debts Written Off during the Year (Remember Bad debts need to be written off the debtors ledger before balance date to be tax deductible in that year).</p> | <input type="checkbox"/> | <p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p> |
| Accounts Payable (Creditors) - See attached Schedule 2 | | |
| <p>All accounts or amounts owing by you at balance date should be scheduled</p> <p>OR</p> <p>Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Creditors Report as at balance date</p> | <input type="checkbox"/> <input type="checkbox"/> | <p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p> |
| Capital Expenditure | | |
| <p>Attach details of assets purchased or sold during the year such as motor vehicle, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> • Hire purchase or loan agreements • Lease agreements • All legal statements, agreements and solicitors invoices | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

| | | |
|--|--|---|
| <ul style="list-style-type: none"> • Trade-in details • Lost, stolen or scrapped items • Copy of tax invoice • Valuations | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Repairs & Maintenance | | |
| Attach details of items over \$500 (GST exclusive) | <input type="checkbox"/> | |
| Transactions not through the Business | | |
| <p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and where they were lodged</p> | | <p>\$_____</p> |
| Legal Documents | | |
| Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure. | <input type="checkbox"/> | |
| Private Use Adjustments | | |
| <p>Portion of expenses paid by the business to be allocated as private:</p> <ul style="list-style-type: none"> • Telephone • Power • Insurance • Value of goods taken for private use | <input type="checkbox"/> | <p>\$_____</p> <p>\$_____</p> <p>\$_____</p> <p>\$_____</p> <p>Or GST Included <input type="checkbox"/></p> <p> GST Excluded <input type="checkbox"/></p> |
| Expenses paid in cash or from Personal Funds | | |
| Please provide a list if applicable | <input type="checkbox"/> | |

| Motor Vehicles | Home Office Expenses |
|--|---|
| <p>Where you do not pay Fringe Benefit Tax on motor vehicles, please provide the proportion of motor vehicle business use as established in your vehicle logbook(s):</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> | <p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Power \$ _____</p> <p>Insurance \$ _____</p> <p>Interest \$ _____</p> <p>Rates \$ _____</p> <p>Total \$ _____</p> <p>Business Area _____ m²</p> <p>Total Area _____ m²</p> |
| Other Information | |
| <p>Details of anything else we should be aware of in relation to the preparation of your accounts.</p> | |

**Thank you for completing this questionnaire
Don't forget to sign it on page 1.**

