

Name: \_\_\_\_\_

## 2024 Annual Business Questionnaire

Information required for financial statements and tax returns.

*Please ensure this form is completed in full. Only complete the sections of the questionnaire if you answer "yes" to the relevant question.*

<p><b>1 Major Changes</b></p> <p>Has the nature of your business activity changed during the financial year? If yes, please provide details:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">If "No" go to Question:</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="text-align: center; vertical-align: middle;">2</td> </tr> </table>				YES	NO	If "No" go to Question:			2																											
YES	NO	If "No" go to Question:																																			
		2																																			
<p><b>2 Records / Accounting Systems</b></p> <p>What accounting system have you used during this financial year?</p> <p>- Invite user (BTSR) - Other product used (Reckon, QuickBooks, Cash Manager, Accredo, Other) <i>Contact advisor for list of reports required</i></p> <p>Please provide the following:</p> <p>- Your manual cashbook (if one is kept) including: - Completed Bank Reconciliation as at balance date</p> <p>Bank Statements for the year and one month following balance date including:</p> <p>- Business Accounts - Savings Accounts - Credit Card Statements - Foreign Bank or Investment Accounts</p> <p>- If you have no computer system or cash book please ensure: - All transactions are detailed on bank statements - Please clearly identify bankings which are not sales</p> <p>- Please provide a detailed list of any proceeds or sales not banked during the financial year.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">Xero</td> <td style="text-align: center;">MYOB</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">BTSR Linked</td> <td style="text-align: center;">MYOB B/up</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">Enclosed</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> </table>					Xero	MYOB	Yes	No							BTSR Linked	MYOB B/up							Enclosed	N/A												
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		BTSR Linked	MYOB B/up																																		
		Enclosed	N/A																																		
<p><b>3 Cash on Hand</b></p> <p>Did you have any cash, cheques or floats on hand at balance date</p> <p>Please provide the following records:</p> <p>- Total sales not banked (cash, eftpos) at balance date: - Total till floats at balance date: - Total petty cash on hand at balance date:</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">If "No" go to Question:</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="text-align: center; vertical-align: middle;">4</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> </table>				YES	NO	If "No" go to Question:			4																											
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<p><b>4 Accounts Receivable (Debtors)</b></p> <p>Did you have any Accounts Receivables (Debtors) at balance date?</p> <p>Please provide a detailed list of any amounts owing to you at balance date including:</p> <p>- Date of invoice - Debtor &amp; details - Amount owing (GST inclusive)</p> <p>- The total amount (GST inclusive) of all Accounts Receivable at balance date is:</p> <p><b>Note:</b> Bad debts must be written off before balance date if you do not consider them to be collectable.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">If "No" go to Question:</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="text-align: center; vertical-align: middle;">5</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">Enclosed</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> </tr> </table>				YES	NO	If "No" go to Question:			5			Enclosed			N/A																					
YES	NO	If "No" go to Question:																																			
		5																																			
		Enclosed																																			
		N/A																																			

**5 Accounts Payable (Creditors)**

If "No" go to Question:

Did you have any Accounts Payable (Creditors) at balance date?

YES

NO

6

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Please provide a detailed list of any amounts owing by you at balance date including:

- Date of invoice
- Creditor's name
- Type of expense
- Amount owing (GST inclusive)

Enclosed

N/A

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- The total amount (GST inclusive) of all Accounts Payable at balance date is:

\$	
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**6 Stock on Hand (Inventory)**

If "No" go to Question:

Do you carry stock?

YES

NO

7

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Please provide the following:

- Value of stock (inventory) at balance date (excluding GST):
- Value of goods held on layby at balance date:
- Total deposits received on layby goods held at balance date:
- Details of any stock subject to security or retention of title

\$	
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\$	
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\$	
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*(Please retain workpapers to support these totals)***7 Work in Progress**

If "No" go to Question:

Do you have any Work in Progress at balance date?

YES

NO

8

*(Work started but not completed or invoiced by balance date)*

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Please provide the following information:

- Actual material cost to date (excluding GST):
- Employee labour costs to date:
- Overhead costs to date (excluding GST):

\$	
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\$	
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\$	
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**- Total Work in Progress***(Please retain workpapers to support these totals)*

\$	
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**8 Fixed Assets**

If "No" go to Question:

Have you purchased or disposed of any Fixed Assets during the financial year?

YES

NO

9

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Please provide a list and the following details for any assets purchased over \$1,000 or sold during the financial year, including:

- Date of purchase or sale
- Description of asset
- Cost / sale price of asset (inclusive of GST)
- How was the asset paid for / where was the money deposited
- Trade in details and value (inclusive of GST)
- A copy of the invoice, any HP and/or finance agreement
- Details of any assets scrapped / written off

Enclosed

N/A

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**9 Contingent Liabilities**

If "No" go to Question:

Do you have any Contingent Liabilities at balance date?

YES

NO

10

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Please provide a list on any matters which may lead to a future liability which remains uncertain at balance including estimated value.

- Total estimated value of contingent liabilities at balance date:

\$	
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**10 Mortgage, Loans and Hire Purchase Agreements**

If "No" go to Question:

Did you have any Loans and/or Hire Purchases during the financial year?

YES

NO

11

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Please provide the following records:

- Copies of any agreements that have been entered into during the financial year
- Details / statements of any agreements repaid or refinanced during the financial year
- Confirmation of Loan and HP balances at balance date
- Loan and HP account statements if available

Enclosed

N/A

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**11 Company Administration / Registration**

If "No" go to Question:

Are you a Registered Company?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

12

Please provide the details to the following:

*Company Details:*

- Any changes in Directors during the financial year
- Any share transfers taken place during the financial year
- Any share transfers likely to take place in the coming year?  
(this could affect the company's Qualifying Company or Look-through status and any imputation credits held)

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

*Related Party Transactions:*

- A list of all transactions between the Company and any Directors, Shareholders or related entity (i.e. Family Trust) during the financial year.  
(E.g. salaries, dividends, interest, purchases of assets or trading stock from/to a Director/Shareholder)

<input type="checkbox"/>	<input type="checkbox"/>
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- If Baker Tilly is not the registered office for the company please supply a copy of the Interest Register showing the above listed transactions have been entered.

<input type="checkbox"/>	<input type="checkbox"/>
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(At the time of the distribution the Directors must sign a certificate stating that the company is solvent)

*Private Use of Business Vehicles and Other Benefits*

- Please provide details of vehicles available for private use and other benefits provided to the Directors, Shareholders and Employees

<input type="checkbox"/>	<input type="checkbox"/>
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**12 Motor Vehicle Expenses**

If "No" go to Question:

Do you have a Motor Vehicle that is used for business purposes?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

13

Generally you are required to keep a log book for a period of three months (every three years) to ascertain the portion of your car expenses that are business related. If you have not kept a log book for any vehicle, which has private use, the maximum deduction is 25% for the expenditure for that vehicle.

Please check that your current business percentage is still valid and provide:

- Period log book kept: From:  To:
- Private portion of vehicle usage:  %
- Where fuel for the car is not purchased separately, total mileage travelled during the financial year  kms
- Business use of any private vehicle  \$

(Please keep all appropriate records to support your claim.)

**13 Business Expenses Paid Privately**

If "No" go to Question:

Did you pay for any Business Expenses Privately? (i.e. not paid out of your business bank account)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

14

Please provide a list of any and all business expenses paid from private sources during the financial year including:

- Date of purchase
- Details of purchase and type of expense
- Amount of purchase including GST
- Copy of the receipts

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
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**14 Private Use of Goods and Services**

If "No" go to Question:

Did you incur any costs which have a private use component?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

15

Please provide details of all goods and services used privately including:

- Purchases, materials, stock and other goods own use  \$
- Telephone
  - Private tolls  \$
  - Private rental  \$  %
  - Private internet  \$  %
  - Private cellphone  \$  %
- Insurance  \$  %
- Power  \$  %

**15 Mixed Use Assets**

Did you have any of the following assets which is used both privately and for income earning use, and is also unused for 62 days or more during the financial year?

- A property (such as a holiday home)
- A ship, boat, or similar craft
- An aircraft

YES	NO
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If "No" go to Question: 16

Please note "private use" of an asset is by you, your family or associated people. It can also include use (by any other person) who is charged or pays you less than 80% of market rate.

If you have any of the above please advise and provide:

- The number of days the asset was used to derive income
- The number of days the asset was used for private purposes
- The number of days it was unused
- Total income received (including from income earning days and "private" days)
- Expenses relating to the asset for the year (e.g. rates, power, insurance, fuel etc)

<input type="text"/>	days
<input type="text"/>	days
<input type="text"/>	days
<input type="text"/>	\$
<input type="text"/>	\$

**16 Entertainment Expenses**

Did you incur any entertainment expenses during the financial year?

YES	NO
<input type="text"/>	<input type="text"/>

If "No" go to Question: 17

Please provide details of business expenditure in New Zealand on food, beverages and recreation and any transport or accommodation related to these.

Enclosed	N/A
<input type="text"/>	<input type="text"/>

**17 Home Office Expenses / Allowance**

Do you want to claim a Home Office Allowance for the year?

YES	NO
<input type="text"/>	<input type="text"/>

If "No" go to Question: 18

If you use your own home for business purposes, please provide:

- Percentage of home used for business purposes
- or
- Area of home used for business purposes (e.g. office or storage)
- Total area of home (including garage)
- and
- Expenses
  - Power
  - Insurance
  - Repairs (supply details)
  - Rates
  - Wood / Power / Gas
  - Rent
  - Mortgage interest
  - Corporate lease fees

<input type="text"/>	%
<input type="text"/>	sq. m
<input type="text"/>	sq. m
<input type="text"/>	\$
<input type="text"/>	\$
<input type="text"/>	\$
<input type="text"/>	\$
<input type="text"/>	\$
<input type="text"/>	\$
<input type="text"/>	\$

**18 Income or Losses Received (other than from business activity)**

Did you receive any other Income (e.g. interest and dividends) or Losses during the financial year, other than from the business activity, or have investments in a Managed Portfolio Scheme?

YES	NO
<input type="text"/>	<input type="text"/>

If "No" go to Question: 19

Please provide the following records:

- A copy of all Interest Resident Withholding Tax certificates received
- A copy of all Dividend Advice notices (including dividend reinvestment plan and bonus issue information)
- Details of shares bought and/or sold during the financial year
- Details of any other income received from rents, royalties, share of partnerships / trust and estate income
- Details of any losses received from partnerships, companies, look-through companies, trusts, estate etc

Enclosed	N/A
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**19 Foreign Income, Expenses and Investments**

If "No" go to Question:

Did you receive any foreign income or incur foreign expenses or own foreign shares?

YES NO

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20

Please provide the following details for all overseas bank accounts and investments, even if they do not pay dividends, including:

Enclosed N/A

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- Name of Bank or Investment Company and country of residence (if known)
- Date of purchase, sale and/or investment
- Original cost prices of shares or units (if known)
- Number of shares held and market value at the beginning and end of the financial year
- Please supply a copy of all documents regarding investments

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**20 Buying/Selling Businesses, Real Estate, and Investments**

If "No" go to Question:

Did you buy or sell a Business, Real Estate, or Investment during the financial year?

YES NO

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21

For any purchase and/or sale of a business, Real Estate, Investment (e.g. shares) please provide the following:

Enclosed N/A

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- A copy of the Legal Settlement Statement
- A copy of the Sale and Purchase Agreement
- A copy of the Invoice
- A copy of the Invoice for Legal Expenses, Commission paid etc

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In certain circumstances the sale of assets, such as land (including buildings) or shares, may be assessable, including where the taxpayer trades in the asset and/or where the asset is purchased with an intention of resale.

**Land and Buildings**

If you purchased the property on or after 29 March 2018, but before 27 March 2021, the Brightline test may apply if you sell it within five years of buying. If you purchased the property on or after 27 March 2021, the Brightline test can apply if the property is sold within a ten year period. For land acquired after 27 March 2021 a five year Brightline period may apply (rather than ten years) if the requirements for a 'new build' are satisfied. There are some exclusions that can apply to the Brightline test, such as the 'main home' exclusion and the exclusion for inherited property. There are other income tax rules, in addition to the Brightline test, that can result in profits from the sale of land and buildings being assessable.

**21 Legal Expenses and Solicitor's Statements**

If "No" go to Question:

Did you make any payments to a lawyer or solicitor?

YES NO

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22

If "yes" please provide statements for accounts and any payments (including legal fees, settlement statements, etc)

Enclosed N/A

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**Note:** Some legal expenses are not tax deductible, it is necessary to review the invoices**22 Lease and Rental Agreements**

If "No" go to Question:

Did you enter into any new Rental or Lease agreements during the financial year?

YES NO

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23

Please provide copies of any and all new lease and/or rental agreements entered into during the financial year.

Enclosed N/A

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**23 Goods and Services Tax (GST)**

If "No" go to Question:

Are you registered for GST?

YES NO

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24

Please confirm how you prepare your GST Returns (basis)

Payments Invoice Hybrid

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Please provide a copy of:

Enclosed N/A

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- All GST Returns filed during the financial year
- A copy of all workings supporting the figures on your GST returns

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**24 Wages / PAYE Returns**

If "No" go to Question:

Do you employ staff?

YES NO

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25

Please provide the following:

Enclosed N/A

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- Your wages book for the year, or
- Annual Summary reports from your computerised payroll system
- Holiday pay owing as at balance date
- Annual leave taken up to 63 days after balance date

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<b>25 Fringe Benefit Tax (FBT)</b>  Do you pay FBT?  Please provide the following records:  - A copy of all FBT Returns filed with Inland Revenue during the financial year - A copy of all workings supporting the figures on your FBT Returns	YES      NO <input type="checkbox"/> <input type="checkbox"/>  Enclosed      N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If "No" go to Question: 26
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<b>26 Insurance</b>  Do you pay and claim Insurance expenses?  Please provide copies of all your insurance invoices providing a breakdown of the premiums paid for and analysis of expenses.	YES      NO <input type="checkbox"/> <input type="checkbox"/>  Enclosed      N/A <input type="checkbox"/> <input type="checkbox"/>	If "No" go to Question: 27
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<b>27 Attribution Rules</b>  If the business was operated through a company or a trust, was more than 80% of the taxable income derived from one client or source?	YES      NO <input type="checkbox"/> <input type="checkbox"/>	If "No" go to Question: 28
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<b>28 Earthquake</b>  Do you have any Earthquake (EQC) related insurance payouts?  For Earthquake related EQC and/or Insurance payouts received during the financial year please attach supporting schedules received and include details of: - Date received - Amount received - Where it has been coded in your accounting system - GST returned on payment (if applicable)  Has your insurer accepted and quantified your material damage/business interruption insurance claim during the financial year?  Please provide a copy of the documents and the following information: - The amount determined - When the agreement was reached with your insurer - Details of what the claim relates to	YES      NO <input type="checkbox"/> <input type="checkbox"/>  Enclosed      N/A <input type="checkbox"/> <input type="checkbox"/>   YES      NO <input type="checkbox"/> <input type="checkbox"/>  Enclosed      N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If "No" go to Question: 29
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<b>29 Base Erosion and Profit Sharing (BEPS) Disclosures</b>  Do you have loans with offshore entities or persons?	YES      NO <input type="checkbox"/> <input type="checkbox"/>	If "No" go to Question: 30
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<b>30 Cryptocurrency</b>  Do you own any cryptocurrency assets?  If yes, please provide detail of the transactions you have made, including purchases, sales for fiat currency and transfers between cryptocurrencies.	YES      NO <input type="checkbox"/> <input type="checkbox"/>  Enclosed      N/A <input type="checkbox"/> <input type="checkbox"/>	If "No" go to Question: 31
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<b>31 Contact Information</b>  Contact Person: _____ Email Address: _____	Office Phone: _____ Mobile Phone: _____
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<b>32 Notes / Other Relevant Information</b>

*If you require assistance to complete this Questionnaire please call us on (03) 343 0599.*