

2018 BUSINESS & TRUST QUESTIONNAIRE

Financial year ended 31 March 2018

Business Name: _____

To BHW Ltd

I hereby instruct you to prepare my financial accounts and taxation returns for the year/period ending _____.

I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of information provided.

You are hereby authorised to communicate with my Bankers, Solicitors, and Finance Companies and all government agencies to obtain such further information as you may require in order to carry out the above assignment. Our existing Terms of Engagement with BHW Ltd are accepted as applying to this and future assignments until we agree otherwise.

Client's signature _____ Dated: _____

Checklist of Records Required:

(a detailed explanation of the requirements for each of these items is provided over leaf)

Enclosed
√ or NA

- | | |
|--|--------------------------|
| 1. Accounting Records | <input type="checkbox"/> |
| 2. Bank Accounts | <input type="checkbox"/> |
| 3. Stock-take Sheets/Work in Progress (GST excl) | <input type="checkbox"/> |
| 4. List of Debtors (Accounts Receivable)(GST incl.) | <input type="checkbox"/> |
| 5. List of Creditors (Accounts Payable) (GST incl.) | <input type="checkbox"/> |
| 6. Copies of GST/FBT/PAYE workings | <input type="checkbox"/> |
| 7. Record of Assets Purchased/Sold – Assets over \$500 each (excl GST) | <input type="checkbox"/> |
| 8. Loan Statements and new HP/ Lease Agreements plus Balances | <input type="checkbox"/> |
| 9. Investments (shares, bank deposits etc) | <input type="checkbox"/> |
| 10. Home Office / Workshop / Garage Claim | <input type="checkbox"/> |
| 11. Legal Statements relating to business & trust transactions | <input type="checkbox"/> |
| 12. Trustee Minutes, Resolutions & Deeds
(if we do not administer your trust) | <input type="checkbox"/> |
| 13. General | <input type="checkbox"/> |

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Please check the list below to ensure you have provided all the applicable information and return this completed questionnaire with your records. Incomplete information may cause delays in completing your return.

1. Accounting Records

- Year end backup on disk or e-mailed (or provide cloud access).
- Cashbook (Either manual or computer generated)
- Bank Reconciliation as at Balance Date Trial Balance as at Balance Date
- Detailed transaction listing for the full year

2. Bank Accounts & Cash on Hand

- For Computerised Accounts (Including BankLink)
Bank Statement as at Balance Date for all accounts used by the business during the year
- Or for Manual Accounts
Bank Statements for the full financial year for all accounts used by the business
Fully narrated deposit books and cheque butts for the year
- Credit Cards/Barter Cards
All statements for the year
- Non Business Accounts
If any business income has not been deposited in the business bank account, provide details of the amounts and dates
If any business expenses have been incurred from funds other than business bank account, provide details of the amounts and dates
- Cash on Hand at Balance Date
Total Amount: \$
This should include
till floats
sales up to balance date but not banked until after year end
other cash on hand
- Closed Accounts
If any accounts have been closed please provide statements as above.

3. Stock Take Sheets / Work in Progress

- Stock on Hand
Date of Stock Take
- Value (GST Exclusive) \$
- Lesser of cost or market value and should include raw materials and finished goods
- Basis of Valuation (circle one) Cost/ Replacement/ Market Value

If your turnover is less than \$1.3 million in the income year you need not value trading stock at year-end if it can be reasonably estimated that you have less than \$10,000 worth of trading stock.

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- Work in Progress
Value (GST Exclusive) \$
- WIP consists of the cost of materials, employee wages and overhead costs incurred up to balance date, but not invoiced or billed out. Profit margin should not be included.

4. Debtors (monies owed to you)

- Debtors
Attach a copy of your Debtors Aged Trial Balance, or Debtors Reconciliation Summary, or a manual schedule.
- Bad Debts
List of debtors written off as bad during the year – attach details
These must be written off by balance date

5. Creditors (monies owed by you)

- Creditors
Attach a copy of your Creditors Aged Trial Balance, or Creditors Reconciliation Summary, or a manual schedule.
Indicate against each creditor the nature of the expense

6. GST/FBT/PAYE

- Supply copies of all supporting calculations and work papers.

7. Assets

If you have bought or sold any assets during the year please supply the following details for all items costing over \$500 each (excl GST):

- Purchase Invoices for all assets purchased
- Hire Purchase Agreements or any other financing agreements
- Sale Proceeds / Sales Invoices
- Trade in details
- Details of any assets stolen or written off and replaced

8. Loan Statements

- Copies of new loan agreements and or financial arrangements entered into during the financial year.
- Computerised Accounts (Including Bank Connect):
Loan / Financial Arrangement Documentation as at Balance Date
- Manual Accounts:
Loan / Financial Arrangement Documents for the full financial year

If any loans or Hire Purchase agreements were paid off during the year, provide us with the settlement documentation

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9. Investments (shares, overseas deposits)

- Interest Certificates for NZ & overseas deposits
- Dividend Certificates for NZ & overseas investments
- Details of Portfolio Investment Entity (PIE) investments (we will check to ensure you are using the correct rate)
- Details of overseas shares, foreign unit trusts, foreign insurance policies, foreign superannuation or pension funds held at any time during the year.
- Any other form of foreign income

10. Home Office Claim

- If there is a room or an area set aside for use as an office and / or you store equipment, stock for resale or business materials at your home, a claim can be made for the cost of using those facilities.

Electricity	\$
Ground Maintenance	\$
Insurance Home & Contents	\$
Land Rates	\$
Mortgage Interest (not principal)	\$
Rent	\$
Repairs & Maintenance	\$
Telephone & Internet	\$
Water Rates	\$
Other (please specify)	\$
Total area of house and garage (sq metres)	
Total area of office / workshop / storage (sq metres)	

11. Legal Statements

- Attach Statements e.g. property settlement statements

12. Trust Administration (if we do not administer your trust)

- If any gifting was done during the year please provide any Deeds of Forgiveness in Reduction of Indebtedness and copies of minutes
- Please provide any other Deeds or Trustee Resolutions signed during the year
- If there is any change to Trustees or Beneficiaries during the year, please advise

13. General

- Privately Owned Vehicles
If a logbook has been maintained include a copy
- For FBT purposes, confirm the number of days any vehicles were not available for private use e.g. you were overseas or out of town, the car was in the garage etc.
- Goods taken or services provided for personal reasons - attach details
- Business Activity
If the nature of your business has changed in any way during the past 12 months please provide details
- **Any other information that you consider may be relevant**

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Confirmation of Contact Details

Postal Address: _____

Email Address: _____

Contact Number(s): _____

Bank Account Details (Required for IRD Refunds)

Bank Account Name: _____

Bank Account Number: _____

THANK YOU

Please make sure all the checklist boxes are complete, you have signed the front page and you have enclosed the records required.