

**BUSINESS QUESTIONNAIRE  
FOR BUSINESSES OTHER THAN RENTAL PROPERTY INVESTMENTS  
FOR THOSE USING ACCOUNTING SOFTWARE (EG XERO or MYOB)  
YEAR ENDED 31 MARCH 2020**

**TAXPAYER NAME:** \_\_\_\_\_

The following information is required to be able to complete your income tax return.

For any items that are applicable, please tick the appropriate box and provide the documentation required, or write additional details in the space provided.

	<u>PLEASE CIRCLE</u>	<u>DOCUMENTS PROVIDED</u>
Do you use accounting software to track your business's income & expenses?	Yes	No
If yes, please specify accounting software used _____		
<b>If no, please complete the "Business Questionnaire - No Accounting Software" form instead Email <a href="mailto:rebecca@millermountfort.co.nz">rebecca@millermountfort.co.nz</a> to request this</b>		
For a PC based package (eg MYOB AccountRight, QuickBooks), please ensure we have been provided with a backup of your ledger.		<input style="width: 50px; height: 15px;" type="checkbox"/>

**ADDITIONAL INCOME & EXPENSES**

Have you received any income that has NOT been included in your accounting software?	Yes	No
If yes, please advise the amount of income \$ _____		
Have you paid for any expenses relating to your business that have NOT been included in your accounting software?	Yes	No
If yes, please provide details and advise the amount of expenses paid:		
_____ \$ _____		
_____ \$ _____		
_____ \$ _____		

**BANK & BORROWINGS**

If you are using a system other than Xero, please provide a copy of your business bank account statement(s) as at 31 March. For those using Xero, we can obtain this online.		<input style="width: 50px; height: 15px;" type="checkbox"/>
Does your business have any term deposits as at 31 March?	Yes	No
If yes, please provide a copy of your business's term deposit certificates showing amounts on deposit as at 31 March		<input style="width: 50px; height: 15px;" type="checkbox"/>
Does your business have any company credit cards as at 31 March?	Yes	No
If yes, please provide a copy of your business's credit card statement(s) showing amount owing as at 31 March		<input style="width: 50px; height: 15px;" type="checkbox"/>

Does your business have any borrowings? Yes No  
Please provide copies of loan summaries/statements for the year showing the balance owing on the loan as at 31 March and the interest paid on the loan during the year

Has your business entered into any new hire purchase agreements/leases? Yes No  
Please provide copies of hire purchase/lease agreements showing asset financed, amount borrowed, interest, term of agreement etc

**OTHER ITEMS**

Cash on hand  
Cash on hand as at 31 March should include cash floats and any sales from before 31 March but banked after 31 March  
\$ \_\_\_\_\_

Accounts Receivable - amounts owed to you  
Please provide a schedule of all amounts owed to you by customers as at 31 March   
Any bad debts must be written off from the accounts receivable ledger prior to 31 March to be claimable as an expense in the current year.

Accounts Payable - amounts owed by you  
Please provide a schedule of all amounts owed by you to suppliers as at 31 March

Fixed Assets  
Have you bought or sold any assets during the year? Yes No  
Please provide a list of assets bought or sold during the year and the date of purchase/disposal   
If any motor vehicles have been bought or sold during the year, please provide copies of the sale and purchase agreements for these

Stock on Hand  
A stocktake should be performed at balance date and a list of stock on hand recorded to substantiate the value of stock at balance date.   
Stock should be valued at the lower of cost or net realisable value and be GST exclusive

Work in Progress  
If you have any work in progress at balance date (work for which costs have been incurred but have not yet been charged to your customers), please advise the amount of work in progress. This should be GST exclusive.

FBT  
Please provide copies of your FBT returns and workings for FBT returns filed during the year.

Interest Received  
If your business received any interest during the year, please provide copies of all RWT certificates for the year

Dividends Received  
If your business received any dividend income during the year, please provide copies of all dividend statements for the year

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**HOME OFFICE ALLOWANCE**

If you have a room in your house that you use to administer your business, a home office claim may be made.

Size of home office room	_____	m <sup>2</sup> /ft <sup>2</sup>
Total size of home	_____	m <sup>2</sup> /ft <sup>2</sup>
Mortgage interest (excl principal repayments) or rent paid	\$ _____	
Insurance - house & contents	\$ _____	
Power	\$ _____	
Rates - Land	\$ _____	
Rates - Water	\$ _____	
Repairs & Maintenance (eg lawns, cleaners, painting, etc)	\$ _____	
Telephone & Broadband	\$ _____	

**Tip for identifying home office amounts spent during the year:**

Try using the search function in your internet banking to help identify amounts paid in relation to each category above.

For example, search for "Watercare" and use the date range 1 April 2019 to 31 March 2020. This should generate a list of payments made for the year to Watercare.

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**DECLARATION**

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the calculation of my business income.

Signed:

Date:

\_\_\_\_\_

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