

Name:	Balance Date:
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SMALL BUSINESS QUESTIONNAIRE

2011 Financial Year

Please take the time to complete this questionnaire as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality control standards that are required of us as members of the Institute of Chartered Accountants of New Zealand.

Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

<u>Authorisation</u>	
<i>I/We hereby instruct Sterling Accountants Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2011. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.</i>	
<i>I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.</i>	
<i>All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.</i>	
<i>I/We also accept that Sterling Accountants Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment within seven days of the date of the invoice. The charging of such interest will be at the discretion of Sterling Accountants Limited. I/We accept that any collection costs incurred by Sterling Accountants Limited will be fully recoverable from me/us.</i>	
<i>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 complete the above assignments.</i>	
<i>I/we authorise our Sterling Accountants Limited to act as our agent for ACC levy purposes for all associated entities. This authorisation allows Sterling Accountants Limited to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities</i>	
Person to Contact with Queries	_____
Phone Number	_____
Client Name	_____
Client Signature	_____
Date	_____

Name:

Update of Personal Details

Postal Address	_____		
Home Address	_____		
Email Address	_____		
Home Phone	_____	Fax	_____
Work Phone	_____	Mobile	_____
Name	_____	Date of Birth	_____
Name	_____	Date of Birth	_____

(Your date of birth is useful as it can help with tax planning / retirement planning issues and help gain discounts on ACC policies.)

Child's full name	Date of birth	IRD Number	Date left School (if applicable)

- Would you like a copy of your financial information to be sent to your bank? YES / NO
If yes, please advise the bank, branch and contact details.

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- Bank details for refunds from the IRD:

Bank/Branch _____ Account Number _ _ - _ _ _ - _ _ _ _ - _ _ _ _

Personal Checklist

1)	Income Did you receive any income from paid wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
2)	Rebate Information How many weeks of the year were you in paid employment for at least 20 hours per week?	_____	
3)	Other Income Did you receive any other income, for example, estates or trusts, overseas, annuity or pension? If yes, please provide details of this.	Yes	No
4)	Interest / Dividend Income Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statement that has the taxation summary and your investment balances at balance date from your Investment Advisor.	Yes	No

NAME:

5)	Income Protection Insurance Did you have Income Protection Insurance? If yes, please attach a copy of the invoice and policy.	Yes	No
6)	Family Assistance Did you receive Family or Child Support during the year? If yes, please supply details, including names and dates of birth of your children and the date any of them left school.	Yes	No
7)	Rebate Claim Have you made any donations or payment for housekeeping and childcare in the past year? If yes, please attach the receipts?	Yes	No

Business Section

1)	Accounts Receivable Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A (attached) and file in the Checklist/Coding Info divider.	Yes	No
2)	Bad Debts Were any bad debts written off in the financial year? If so what was the total value (excluding GST)?	Yes No \$ _____	
3)	Accounts Payable Do you have any accounts payable as at your balance date? (Money you owe to Others.) If yes, complete Form B (attached) and file in the Checklist/Coding Info divider.	Yes	No
4)	Bank Statements Please provide us with any relevant bank statements as at your balance date		
5)	GST Returns Are you registered for GST? If yes, please provide copies of your GST returns and work papers	Yes	No
6)	Fringe Benefit Tax Did you pay any FBT during the year? If yes, please provide copies of your FBT returns and work papers	Yes	No
7)	Sale / Purchase of Assets Did you sell, purchase or stop using any assets in your business in the past year? If yes, complete Form C (attached) and attach the Tax Invoices/Statements.	Yes	No
8)	Entertainment Do you pay for any entertainment during the year? If yes, please provide details including who attended and nature of entertainment	Yes	No
9)	Livestock on Hand (Farmers) Do you have any livestock on hand at your balance date? If yes, please complete Form D (attached).	Yes	No
10)	Stock On Hand (Businesses) Please provide the value of your stock on hand at your balance date (GST exclusive). If your stock is below \$5,000 you only need to do a stock-take if the value has reduced from the stock value shown in last year's accounts.	\$ _____	

NAME:

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

- Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

FORM B

Name:

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, e.g. you purchase \$100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, e.g. purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

ACCOUNTS PAYABLE (Creditors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE			N	
Inland Revenue Department	FBT			N	
Inland Revenue Department	GST			N	
TOTAL ACCOUNTS PAYABLE			\$ _____	\$ _____	\$ _____

FORM C

NAME:

Please look at the Asset Schedule of your previous year's set of financial statements and note any assets below that you are no longer using in the business.

ASSETS NO LONGER USED

Asset Code	Item Name

Please supply any documentation that was required for the sale or purchase of an asset, eg hire purchase agreements, invoices.

ASSETS PURCHASED/SOLD

Date	Asset	Sale/Cost Price GST Exclusive	New or Used	Purchase/Sale	How Financed