

CLIENT NAME: _____

**2020/2021
QUESTIONNAIRE**

BUSINESS QUESTIONNAIRE

BALANCE DATE: 31 MARCH 2021

**MTM ACCOUNTING LIMITED
PHONE: 974-4460
EMAIL: checklists@mtmaccounting.co.nz**

Contact Phone No: _____ Email: _____ Cellphone: _____

Please tick

1.	When do you require your accounts to be completed? (We generally need 3-4 weeks to complete a set of financial statements)	<u> </u> / <u> </u> / <u> </u>
2.	Do you require a printed copy of your financial statements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2a	Would you like us to supply you with a second copy of your financial statements for your bank?	Yes <input type="checkbox"/> No./N/A <input type="checkbox"/>

Records Required

3.	All cheque butts for the year showing the nature of each payment on the cheque butt Reconciled cashbooks recording all receipts and payment of the business for the year. A computerised cashbook – please provide a printed copy of your trial balance and ledger listing, along with your electronic copy for the year.	
4.	Bank statements for the year for all business bank accounts (If we do not prepare your accounts from your bank statements we still require a copy of the bank statement(s) showing the balance as at 31 March 2021). This includes loan statements for any business related loans	
5.	Receipt books and bank deposit book for the year. Ensure items other than normal business sales (for example, private funds paid in, proceeds from the sale of an asset, rebates from suppliers, income apart from business income, rents, interest or dividends) are clearly marked. If they are not paid into a business trading bank account they are recorded on separate attached schedules.	
6.	Copies of GST returns and workings supporting the returns or reconciliation to your cashbook.	
7.	Copies of monthly wage schedules reconciling to amounts sent to Inland Revenue.	
8.	Suppliers invoices	

Other Information as Required:

9.	Cash on Hand as at 31 March 2021: Cash on Hand \$ _____ Date banked: <u> </u> / <u> </u> / <u> </u> Petty Cash \$ _____
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Till Floats/Cash Floats \$ _____
 (Cash on Hand includes cash sales prior to
 balance date but not banked until after balance date.)

Other Information as Required (continued):

10.	<p>Accounts Owing to Me (Accounts Receivable) as at 31 March 2021: \$ _____ Includes/excludes GST (delete one)</p> <p>All accounts owing to me are scheduled on an attached list.</p>	
11.	<p>Stock on Hand: \$ _____ Includes/excludes GST (delete one)</p> <p>Work in Progress: \$ _____ (including material, labour & overhead cost) Includes/excludes GST (delete one)</p> <p><u>Please choose one:</u> All stock was physically counted and adequate records retained to substantiate the physical count and adjustments to arrive at the dollar value at balance date. It was valued at the lower of cost or market value. (Please circle one). <input type="checkbox"/></p> <p>OR Stock is estimated at less than \$10,000 (and sales are less than \$1.3M) so the opening stock value is to be used as the closing stock value <input type="checkbox"/></p> <p>OR Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you have the option of not including it in your financial statements. <input type="checkbox"/></p>	
12.	<p>Fixed Assets: Attached are details (preferably invoices) of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant and equipment and properties. Where appropriate, details of trade-ins are detailed. Include details of any assets that have been scrapped or sold.</p>	
13.	<p>Accounts Owing by Me (Accounts Payable) as at 31 March 2021: \$ _____ All accounts owing by me are scheduled on an attached list. Includes /excludes GST (delete one)</p>	

General Information

14.	<p>All takings were banked into my business trading bank account</p> <p>If not: Amounts not banked to my business accounts were applied: - For personal expenditure \$ _____ - For business expenditure \$ _____ (details of nature of expenditure attached) - Lodged into other bank accounts (details attached) \$ _____</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	Value of goods taken for private use at their cost price excluding GST. \$ _____	

General Information (continued)

	<p>Motor Vehicle Expenses: The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:</p> <p>Vehicle</p> <p>Business _____ Km Total _____ Km Business _____ %</p> <p>Vehicle</p> <p>Business _____ Km Total _____ Km Business _____ %</p>	<p>(a) Home Office Expenses: (Please enter details of amounts paid between 01/04/2020 & 31/03/2021) \$</p> <p>- Interest on mortgage _____ - Insurance _____ - Phone _____ - Power _____ - Rates/rent _____ - Repairs & maintenance _____ - Business area _____ M - Total house area _____ M</p>
17.	Solicitor's statements relating to any legal transactions during the year are attached. Also included are statements & agreements relating to any mortgages, hire purchases, leases or loans.	
18.	Changes to records – eg. change of directors, shareholders, solicitors, change to registered office, address for service or physical address of business. Change in trusteeship, business structure or ownership. Formation of new entities or relationships, dissolution of any entities or relationships.	
19.	Additional details that may be relevant – eg. change of nature of business.	
20.	CAANZ Practice Review – It is possible that your files may be selected for review, at random, by a member of the Practice Review Committee of the Institute of Chartered Accountants. If you are not agreeable to this, please advise us.	

To: MTM Accounting Limited

We hereby instruct you to prepare the financial statements and taxation returns for the year/period ending 31/03/2021. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with Inland Revenue and all other government agencies, our bankers, solicitors and finance companies to obtain such information as you require in order to carry out the above assignments. All income tax returns will be signed by us, but you are authorized to sign and file any other taxation returns on our behalf.

We acknowledge that you will charge for your work based on time engaged and that invoices issued by you are payable by the 20th of the month following the date of the invoice unless a special arrangement has been made in writing. We agree that any working papers/schedules prepared by you remain your property, but that you will provide copies of anything relevant after all invoices have been paid. We agree to accept liability for your charges arising from those services we have asked you to undertake. Although your invoice may not be addressed to me, we accept liability for your charges for this work.

Client Signature

Date