

CLIENT NAME: _____

2020/2021 QUESTIONNAIRE

BUSINESS QUESTIONNAIRE

For use in conjunction with a Xero organisation

BALANCE DATE: 31 MARCH 2021

MTM ACCOUNTING LIMITED

PHONE: 974-4460

EMAIL: checklists@mtmaccounting.co.nz

Contact Phone No: _____ Cellphone: _____ Email _____

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)	____ / ____ / ____
	Do you require a printed copy or is an electronic copy sufficient?	Require a printed copy <input type="checkbox"/>
2.	If printed copy is required would you like us to supply you with a second copy of your financial statements for your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Records Required

3.	All cheque details for the year for any payments not reconciled in Xero and confirmation that the remaining transactions have been reconciled. and Invitation to ledger if not already included	
4.	Bank statements copy of the bank statement(s) showing the balance as at 31 March 2021 for our workpapers.	
5	GST returns: workings supporting the returns or reconciliation to your cashbook if not all prepared through Xero.	
6.	Copies of monthly wage schedules sent to Inland Revenue or approval to link to PAYE tax type with Inland Revenue. Explanations for any variance of PAYE wages paid and wages filed with IRD in monthly wage schedules	

Other Information as Required:

7.	Cash on Hand as at 31 March 2021:	
	Cash on Hand \$ _____	Date banked: ____ / ____ / ____
	Petty Cash \$ _____	
	Till Floats/Cash Floats \$ _____ (Cash on Hand includes cash sales prior to balance date but not banked until after balance date.)	
.8	Accounts Owing to Me (Accounts Receivable) as at 31 March 2021: \$ _____ Includes/excludes GST (delete one) <i>Unless managed through Xero</i> All accounts owing to me are scheduled on an attached list.	

9.	<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>Please choose one: 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). 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 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.</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.	<p>Fixed Assets: Unless maintained in Xero, attach 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>		
11.	<p>Accounts Owing by Me (Accounts Payable) as at 31 March 2021: \$ _____ <u>Unless managed through Xero</u>, all accounts owing by me are scheduled on an attached list. (delete one)</p>		

General Information

12.	<p>Cash sales not banked All Cash sales were banked into my business trading bank accounts</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"/>
13.	Value of goods taken for private use at their cost price excluding GST. \$ _____		

General Information (continued)

14.	<p>Motor Vehicle Expenses: (May not apply to a company) The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:</p> <p>Vehicle Business _____ Km Total _____ Km Business _____ %</p> <p>Vehicle 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 _____ Other (specify) _____</p> <p>- Business area _____ M - Total house area _____ M</p>
15.	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.	
16.	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	
17.	Additional details that may be relevant – eg. change of nature of business.	
18.	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 Australia and New Zealand. 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