



TAX EXPERTS LIMITED

CHARTERED ACCOUNTANTS

BUSINESS QUESTIONNAIRE FOR THE YEAR ENDED 31ST MARCH 2026

Business Details

Business Activity

Business Name

Year End Date 01 April 2025 - 31 March 2026

IRD Number

Contact Details – to ensure we have up to date records, please complete the following

Preferred contact method

Business Phone

Home Phone

Cell

Email

Business Postal Address

Business Street Address

Home Address

Signature

Name

Date

Information for Preparing your Annual Accounts

01st April 2025 to 31st March 2026

These questionnaires are extremely important. Our compilation of your accounts and tax returns is only based on the information that you provide and hence please provide as much details as you can.

| Record Required | Comment |
|--|---|
| <p>1. Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit ▪ Mark the Bank Statements showing the nature of each payment/deposit ▪ Make sure any items not for business sales are clearly marked <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly ▪ Bank statements including any savings account or term deposit Cheque & Deposit butts showing the nature of each payment/deposit <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> ▪ Email files to us ▪ Copy of Bank Reconciliation as at balance date for all bank accounts ▪ Final Bank Statement for year for all bank accounts ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date | <p>Please select the relevant</p> <hr/> <hr/> <hr/> |
| <p>2. Accounts Receivable – Amounts owing to you</p> <p>All accounts or amounts owing to you at balance date should be included. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.(Attach schedule if required)</p> | <p>Total at Balance Date</p> <p>\$ _____</p> <p>(GST Included/Excluded)</p> |
| <p>3. Accounts Payable – Amounts owing by you</p> <p>All accounts or amounts owing by you at balance date should be included indicating name of creditor, amount and what the debt is for. (Attach schedule if required). Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p> | <p>Total at Balance Date</p> <p>\$ _____</p> <p>(GST Included/Excluded)</p> |
| <p>4. Stock on Hand</p> <ul style="list-style-type: none"> • Stock Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. Please note that if you estimate your stock to be less than \$5,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option). • Work in Progress Include material costs, labour costs and overhead costs. • Pre-payments received | <p>Valued at lower of:</p> <ul style="list-style-type: none"> • Cost - • Net Realisable Value - • Market Value - <p>\$ _____</p> <p>(GST Incl/Excl)</p> <p>\$ _____</p> <p>(GST Incl/Excl)</p> <p>\$ _____</p> <p>(GST Incl/Excl)</p> |

| 5. | <p>Goods and Services Tax (GST)</p> <p>Provide copies of all GST returns for the year, along with your workings.</p> | | | | | | | | | | | | | | | | |
|------|---|--------|-----------------|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 6. | <p>Fringe Benefit Tax (FBT)</p> <p>Provide copies of all FBT returns for the year, along with your workings.</p> | | | | | | | | | | | | | | | | |
| 7. | <p>Employers – Wages paid to Employees</p> <p>Please send a month-by-month summary of Gross Wages and PAYE deductions as returned to the Inland Revenue.</p> <p>OR</p> <p>Send a copy of your Employer Monthly Deduction Schedule (IR348).</p> | | | | | | | | | | | | | | | | |
| 8. | <p>Loan Statements</p> <p>Supply a copy of any loan transaction statements for the financial year up to your balance date.</p> | | | | | | | | | | | | | | | | |
| 9. | <p>Interest, Dividend Certificates & Crypto Currency</p> <p>Provide full details of:</p> <ol style="list-style-type: none"> 1. All funds placed on deposit. 2. Loans made by the business during the year. 3. Resident withholding Tax (RWT) certificates of interest received. If none have been provided by your bank please request a copy from them. 4. Any government stock or local body debenture or bonds. 5. Dividends received including dividends from power companies. 6. Any funds in portfolio investments entities (PIE's) and the prescribed investor rate (PIR) used. 7. Do you have any income to declare from Crypto Currency/Share Trading or any wage subsidy received. | | | | | | | | | | | | | | | | |
| 10. | <p>Cash on Hand</p> <p>*Cash on Hand \$ _____ Date Banked _____</p> <p>Petty Cash \$ _____</p> <p>Till/Cash Floats \$ _____</p> <p>*(Include cash sales prior to balance date but not banked until after balance date)</p> | | | | | | | | | | | | | | | | |
| 11. | <p>Property, Plant and Equipment</p> <p>1. Assets purchased during the year - please provide copies of invoices, GST inclusive cost, date of acquisition and attach details of any trade-in.</p> <table border="1" data-bbox="140 1659 1168 1973"> <thead> <tr> <th data-bbox="140 1659 323 1720">Date</th> <th data-bbox="323 1659 826 1720">Asset Purchased</th> <th data-bbox="826 1659 1168 1720">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="140 1720 323 1787"></td> <td data-bbox="323 1720 826 1787"></td> <td data-bbox="826 1720 1168 1787"></td> </tr> <tr> <td data-bbox="140 1787 323 1854"></td> <td data-bbox="323 1787 826 1854"></td> <td data-bbox="826 1787 1168 1854"></td> </tr> <tr> <td data-bbox="140 1854 323 1921"></td> <td data-bbox="323 1854 826 1921"></td> <td data-bbox="826 1854 1168 1921"></td> </tr> <tr> <td data-bbox="140 1921 323 1973"></td> <td data-bbox="323 1921 826 1973"></td> <td data-bbox="826 1921 1168 1973"></td> </tr> </tbody> </table> | Date | Asset Purchased | Amount | | | | | | | | | | | | | |
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2. For purchase of property provide:
- Sale & Purchase Agreement
 - Solicitor Settlement Statement
 - Valuation Report
 - Details of any loan statements
3. Assets disposed during the year - please provide us any sale invoice or details of sale date, amount and where the proceeds were banked:

| Date | Asset Purchased | Amount |
|------|-----------------|--------|
| | | |
| | | |
| | | |

4. Assets scrapped during the year - please review your latest fixed asset schedule and notify us of any items which have been scrapped, or are no longer used:

| Date | Asset Purchased | Amount |
|------|-----------------|--------|
| | | |
| | | |
| | | |

5. Were all the assets purchased, sold or traded-in included in the relevant GST return?

12. **Transactions not through the Business**

Were all sales banked into your business trading bank account?

Yes /No

If No, list amounts not banked and when they were lodged:

Personal
\$ _____

Business
\$ _____

Other bank Accounts
\$ _____

13. **Business Expenses**

There are number of invoices that we specifically required. Please ensure the records your provide us with include all paid accounts for:

- Insurance Premiums
- Legal Fees
- ACC payments and arrangements

14. **Private Use**

Value of goods taken for private use at their cost price

