

BUSINESS QUESTIONNAIRE FOR THE 2011 FINANCIAL YEAR

NAME:

RECORDS REQUIRED : COVERING FULL FINANCIAL YEAR

| | | | |
|----|-------------------------------------|--|-----|
| 1. | Bank Statements | For all bank accounts and investment accounts. For those using our banklink service, we only require a bank statement showing the balance as at balance date. | Y/N |
| 2. | Cheque butts and bank deposit books | Clearly show the nature of each payment on the cheque butt and mark <u>private</u> cheques as such. Clearly mark deposits other than normal business sales. | Y/N |
| | OR Cashbook | Ensure this records all receipts and payments of the business for the year and has been <u>reconciled to the bank statement at balance date.</u> | Y/N |
| | OR Computerised Cashbook | Please supply trial balance and a ledger showing a summary of your transactions or a backup. (Please contact us to arrange easiest way to send backup) | Y/N |
| 3. | GST Returns | <u>Including workpapers</u> supporting these returns | Y/N |
| 4. | FBT Returns | | Y/N |

INFORMATION REQUIRED: AS AT BALANCE DATE

| | | | | |
|-----|------------------|--|---------------------------|-----|
| 5. | Cash on Hand | Cash Floats | \$...... | Y/N |
| | | Cash Sales prior to balance date but not banked until after balance date | \$...... | Y/N |
| 6. | Stock on Hand | All stock is to be physically counted and adequate records retained to substantiate the physical count. Value at lower of cost or net realisable value | \$...... (exclude GST) | Y/N |
| 7. | Work in Progress | Value of unbilled work in progress includes: | \$...... | Y/N |
| | | Materials | \$...... | |
| | | Labour | \$...... | |
| | | Overheads | \$...... | |
| 8. | Debtors | All accounts owing to your business. <u>Please include a schedule</u> and clearly mark any bad or doubtful debts. | \$...... (include GST) | Y/N |
| 9. | Creditors | All accounts owed by your business <u>Please include a schedule</u> (or clearly mark cheque butts or cashbook for accounts paid after balance date) | \$...... (include GST) | Y/N |
| 10. | Loans | Provide confirmation of balances at balance date. (eg Lenders statements) For new loans attach details of date banked, amount banked, interest rates, security. | | Y/N |

FURTHER INFORMATION REQUIRED:

| | | | |
|---|---|--|--|
| 11. Solicitors Statements | Relating to any legal transactions during the year | | |
| 12. Assets Purchased/Sold/Trade-Ins | Please provide details of assets purchased, sold or traded together with details of how these were financed. (Please provide invoices for each of these assets) | \$..... \$..... \$..... | |
| 13. Sale Proceeds | Were all takings banked into your business account? Takings not banked into your business account were used: (a) For personal use (cash drawings) (b) For business expenses (cash expenses) Attach details (c) lodged into other bank accounts Attached details | YES / NO \$..... \$..... \$..... | |
| 14. Goods / Produce taken for private use | Value of goods / produce taken for own use (excluding GST) | \$..... | |
| 15. Business expenses paid privately | Attach details of any business expenses paid from private funds | \$..... | |
| 16. Use of Home Office | Please contact us if your house was used for business purposes, and we will provide you with a form to calculate how much you could claim as a business expense. | | |
| 17. Vehicle log book | Portion of business use as established as recorded in log book Business km Total km (Required for <u>each</u> vehicle used for both personal and business use. |% | |
| 18. Entertainment Expenses | Attach details of all entertainment expenses, including name of people entertained, reason for entertainment, date and amount | | |
| 19. Wages | Please provide details of the total wages paid during the year. | \$..... | |
| 20. General | Has the nature of your business changed during the year? Describe any changes. | YES / NO | |

21. Instructions / Authorisation for BTA Ltd

I instruct BTA Ltd to prepare my taxation return for the 2011 financial year. I undertake to supply all information necessary for this engagement and to 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 tax return summary or related schedules insofar as third parties are concerned.

Authorisation to obtain information subject to the Privacy Act

I authorise BTA Ltd to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature _____ Date _____
(please sign here)