

2024 Business Questionnaire

Name:

Please provide details where not on XERO/MYOB

for the period 1 April 2023 to 31 March 2024

1. Interest Income

Resident withholding tax certificates

2. Dividend income

Dividend statements

3. Home office

If you are self-employed or maintain an office in your home, you may be able to claim a proportion of all expenses that relate to your business. Please therefore supply us with details below. If preferred we can send a spreadsheet to assist with the preparation

Typical Claims

Body Corporate Fees

Insurance

Mortgage Interest

Power and Gas

Rates and Water Rates

Repairs and Maintenance

Rent Paid (If the property is not owned)

If you have not previously supplied these details or there have been any changes in the past year, please provide the following:

Total Floor Area

Total Floor Area Used For Business Purposes

3. Legal expense

Copies of solicitor invoices

4. Motor Vehicle Expense

Where used partly for private purposes. If you kept a log book for a 3 month period in the last 3 years, please state business proportion % and provide a copy for our records.

5. Overseas Travel

Provide the following for each trip:

Airfares

Accommodation

Reason For Travel

Total Cost Of The Travel

Estimated Amount (If any) Applicable To Holiday And Private Purposes

6. Wages / Salaries

Wages / Salaries summary from your payroll system

7. Bank Accounts

Statement showing balance(s) at year-end

8. Debtors (Accounts Receivable) list

Outstanding payments from customers

9. Cost of stock on hand and work in progress

Detailed stock and WIP list at year-end

4. Investments, Savings, Shares and Term Deposits

Statements showing movement and balance at year-end. Include portfolio summary and tax statements where applicable.

5. Creditors (Accounts Payable) list

Outstanding payments to suppliers

6. Fixed assets purchased

Details of any purchases and sales of fixed assets (supporting documentation including loan statements, where applicable)

7. Hire Purchase and Loans

Hire purchase and loan statements

BDS Chartered Accountants Ltd

PO Box 7277, Victoria St. West, Auckland 1142



Declaration

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the calculation of my income from my property rental activities. You are not to complete an audit, nor do I wish to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statement. I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Prepared By: **Full Name**

Designation: **Designation**

Signature: **Signature**