

Grace Team Accounting Limited 2011 Business Questionnaire

1	<p>Accounting Package Do you use an accounting software package? If yes, please provide -</p> <ul style="list-style-type: none"> Name of accounting software & version. Name: Version: Backup disk for your financial year (and password if applicable). Annual detailed General Ledger (transaction listing by account). General Ledger summary, as at balance date. Annual Trial Balance, as at balance date. Reconciled Accounts Payable summary, as at balance date. Reconciled Accounts Receivable summary, as at balance date. A balance sheet and profit & loss statement, as at balance date. Bank Reconciliation and bank statement, as at balance date. 	<p>Yes Yes Yes Yes Yes Yes Yes Yes</p>	<p>No</p>
2	<p>Computerised Cashbook Do you use a computerised cashbook? If yes, please provide -</p> <ul style="list-style-type: none"> Name of cashbook software & version. Name: Version: Backup disk for your financial year (and password if applicable). Detailed cashbook (by account code) for the year. Summary cashbook (by account code) for the year. Bank Reconciliation, as at balance date for all bank accounts, savings accounts, loans, hire purchases and investments. 	<p>Yes Yes Yes Yes Yes</p>	<p>No</p>
3	<p>Manual Cashbook Do you use a manual cashbook? If yes, please provide -</p> <ul style="list-style-type: none"> Your cashbook. Bank Reconciliation, as at balance date for all bank accounts, savings accounts, loans, hire purchases and investments. 	<p>Yes Yes Yes</p>	<p>No</p>
4	<p>Banklink Do you use Banklink? If yes, please provide -</p> <ul style="list-style-type: none"> Bank statement showing balance at balance date. Details of any unrepresented cheques at balance date. Details of any uncleared deposits at balance date. Cheque number of the last cheque written for the year. _____ 	<p>Yes Yes Yes Yes</p>	<p>No</p>
5	<p>Bank Records If you have no accounting package or cashbook please provide -</p> <ul style="list-style-type: none"> Bank statements for the year for all business accounts, covering the full year and in date sequence. Cheque butts and deposits books, fully detailed. Details of any electronic transactions not detailed in your cashbook. Details of any unrepresented cheques at balance date. Details of any uncleared deposits at balance date. Cheque number of the last cheque written for the year. _____ 	<p>Yes Yes Yes Yes Yes</p>	<p>N/A N/A N/A N/A N/A</p>
6	<p>Credit Card Transactions Did you incur any business expenditure on credit card? If yes, please supply the statements indicating clearly which is business expenditure.</p>	<p>Yes</p>	<p>No</p>
7	<p>Wage Records Are you an employer? If yes, please provide -</p> <ul style="list-style-type: none"> Wages book. Annual Summary reports from your computerised payroll system. Copies of all IR345 Employer Deductions & IR348 monthly schedules. 	<p>Yes Yes Yes Yes</p>	<p>No</p>
8	<p>Holiday Pay Did you pay any holiday pay or bonuses within the first 63 days after balance date? If yes, please provide details on a separate sheet.</p>	<p>Yes Holiday \$ _____ Bonuses: \$ _____</p>	<p>No</p>
9	<p>Goods & Services Tax (GST) Are you registered for GST? If yes, and we do not prepare your GST returns please provide -</p> <ul style="list-style-type: none"> A copy of all GST returns for the year. A copy of all workings to support your GST returns. 	<p>Yes Yes Yes</p>	<p>No</p>

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10	Fringe Benefit Tax (FBT) Are you registered for FBT? If yes , and we do not prepare your FBT returns please provide - <ul style="list-style-type: none"> • A copy of all FBT returns for the year. • A copy of all workings to support your FBT returns. 	Yes Yes Yes	No
11	Accounts Receivable Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes , complete Form A (attached) Put the total here.	Yes \$ _____	No
12	Bad Debts Have any amounts been written off for Bad Debts? (They must be physically written off the books by balance date) If yes , please supply details on a separate sheet.	Yes \$ _____	No
13	Accounts Payable Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes , complete Form B (attached). Put the total here.	Yes \$ _____	No
14	Stock on Hand Do you have stock on hand? If yes , please provide the value of your stock on hand at your balance date (GST exclusive). How is your stock on hand valued? Please circle the method used. (A cost valuation method must be applied consistently year to year.) Do you have sufficient detailed records to substantiate stock valuations?	Yes \$ _____ Cost Selling Replacement Yes	No
15	Obsolete Stock Have you written off obsolete or damaged stock? If yes , please provide details on a separate sheet, including the value. E.g.: You must have physically dumped any stock that you have not valued.	Yes \$ _____	No
16	Work In Progress Do you have any work in progress at your balance date? If yes , please advise the dollar value. <small>(Work in progress (cost price including GST) is work you have substantially completed but have not yet invoiced. It should not be included in your stock take. If purchases and other expenses have been included in work in progress valuations but not yet paid for, then these should be included in your creditors listing).</small>	Yes \$ _____	No
17	Cash On Hand Do you have cash on hand at balance date? been included in your bank reconciliation at your balance date. Sales: Unbanked Cash Float:	Yes \$ _____ \$ _____	No
18	Sale / Purchase of Assets Did you sell, purchase or stop using any assets in your business in the past year? If yes , complete Form C (attached). Also include the following <ul style="list-style-type: none"> • Copies of the invoices for each item purchased. • Copies of hire purchase agreements. • Solicitors statements including tax invoice. • Sale and purchase agreements If you prepare your own GST returns has GST been accounted for on all assets purchased or sold and on any insurance claim recoveries?	Yes Yes Yes Yes Yes	No
19	Loans / Hire Purchases Do you have loans, hire purchase or lease agreements? If yes , please provide - <ul style="list-style-type: none"> • Confirmation of loan balances as at balance date. • Loan account statements, if available. • Documentation of any new loan or hire purchase agreements. • Documentation of any loans or HP repaid or refinanced. • Details of the security for each loan. 	Yes Yes Yes Yes Yes	No
20	Income Did the business receive 80% or more of its income from services personally performed by one shareholder (or relatives) to a single customer or group of related customers?	Yes	No

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21	Interest & Dividends Did you receive interest and/or dividends during the year? If yes , please provide - <ul style="list-style-type: none"> • A copy of all Resident Withholding Tax certificates received. • A copy of all Dividend statements received. 	Yes	No
22	Rental Income Did you receive any rental income? If yes , please complete the rental schedule on Form D (attached).	Yes	No
23	Cash Jobs Did you receive any cash from customers that has not been deposited in your account? If yes , please supply details.	Yes	No
24	Business Deposits Has all your business income been deposited into your business bank account? If no , please provide details on a separate sheet with the date, amount including GST and details of the items not deposited.	Yes	No
25	Non Sales Deposits Were all deposits in your business bank from sales? If no , if these are not analysed in your cashbook please mark the bank statements clearly OR list details on a separate sheet. E.g. Sale of Assets, legacies, insurance claims received, transfers from other bank accounts, tax of GST refunds, interest on GST refunds, loans received, Labour Department Subsidies etc.	Yes	No
26	Deposits for Goods not yet supplied Have you received deposits for goods not yet supplied as at balance date? If yes , please provide details on a separate sheet.	Yes	No
27	Business Expenses Paid Privately Have any business expenses been paid from your personal funds and not been reimbursed by your business? If yes , please provide details on a separate sheet with the date, the amount including GST and details of the items.	Yes	No
28	Key Expenses Did you have any of the expenses listed below? If yes , please provide invoices <ul style="list-style-type: none"> • Legal expenses • Repairs and maintenance over \$500 • ACC levies paid • Insurances paid 	Yes	No
29	Petty Cash Expenditure Did you make any payments out of petty cash? If yes , please supply a list of all business expenses paid out of petty cash.	Yes	No
30	Overseas Travel Did you make any business trips overseas? If yes , please analyse expenses into airfares, accommodation, meals, taxi fares etc. Detail the purpose of the trip including an itinerary with dates and detail of business and private days.	Yes	No
31	Personal Expenses Paid from Business Were any personal expenses paid for from the business bank account or credit card? If yes , please advise the date, amounts including GST and details of the items - for example Home phone rental (1/2 line rental) Private tolls and cell phone calls Insurance Cash taken for private use - not shown elsewhere as drawings Other (use separate sheet if necessary)	Yes	No
	_____ Have your GST returns been adjusted for this private use?	Yes	No

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33	<p>Company Motor Vehicles Is your business a company? If yes, please complete the following:</p> <p style="text-align: right;">Vehicle:</p> <ul style="list-style-type: none"> • Is the vehicle a work related vehicle (see definition below) • Have fringe benefits been paid • Number of days unavailable for private use <p>Work related vehicle i.e. principally designed to carry goods e.g. vans, utes and trucks, is sign written and has a restriction placed on private use and the private use is checked. Taxis and buses are also work related vehicles. Days unavailable e.g. the vehicle was not available for private use as it was under repair, the users were overseas or the users had restrictions placed on them.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">Yes / No Yes / No days</td> <td style="text-align: center;">Yes / No Yes / No days</td> </tr> </table>	Yes	No	1	2	Yes / No Yes / No days	Yes / No Yes / No days																									
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34	<p>Non Company Vehicles Are you a sole trader, partnership or trust? If yes, please complete the following Have you updated your log book in the last three years? If yes, what is the business use percentage from your log book?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">%</td> <td></td> </tr> </table>	Yes	No	Yes	No	%																										
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35	<p>Entertainment Does your expenditure include entertainment? Generally only 50% of entertainment costs are tax deductible, with the following exceptions:</p> <ul style="list-style-type: none"> • Meals while travelling on business. • Meal allowances paid to staff working overtime. • Incidental entertainment at functions open to the public and with trade displays. • Meals provided at a conference of at least four hours duration, not including meal breaks. <p>Do any of these exceptions apply to your entertainment expenditure? If yes, please provide details on a separate sheet</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No	Yes	No																											
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36	<p>Contingent Liabilities Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute? If yes, please provide details on a separate sheet.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No																													
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37	<p>Capital Commitments Did you enter into any agreements or contracts prior to your balance date that commit your business to significant capital expenditure? If yes, please supply details on a separate sheet.</p>																																
38	<p>Home Office / Workshop Did you use any part of your home or garage to store business related tools, vehicles, financial records or to prepare your books/run your office? If yes, please complete the following</p> <ul style="list-style-type: none"> • Total size of house + shed + garage in m2 • Area used as office in m2 • Area used as storage/workshop in m2 <p>Home Expenses List any property expenses which have NOT been paid for by the business</p> <ul style="list-style-type: none"> • Interest on Mortgage • Insurance – Dwelling • Insurance – Contents • Power / Gas • Rates and Water Rates • Rent • Repairs and Maintenance • Business Toll Calls • Telephone Line Charges • Internet Cost • Other (please specify) 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">_____ m 2</td> <td></td> </tr> <tr> <td style="text-align: center;">_____ m 2</td> <td></td> </tr> <tr> <td style="text-align: center;">_____ m 2</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td></td> </tr> </table>	Yes	No	_____ m 2		_____ m 2		_____ m 2		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		
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39	<p>Goods for your Own Use Did you use any business goods or services for your own use? If yes, please supply details on a separate sheet.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No																													
Yes	No																																
40	<p>Land Transactions Did the business buy or sell land during the year? If yes, please provide details on a separate sheet . We require sale & purchase agreements, solicitor's statement (including tax), solicitors invoice (including tax), ratings and valuations, and a statement as to any restrictions on asset.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No																													
Yes	No																																

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41	Share Trading Did the business buy or sell shares regularly during the year? If yes, please provide details on a separate sheet.	Yes	No
42	Investments/Term deposits Has the business made or disposed of any investments/term deposits during the year? If yes, please provide details on a separate sheet.	Yes	No
43	Overseas Investments Did the business have any overseas investments worth more than \$50,000NZ during the year? If yes, please provide full details including copies of investment statements, income statements, prospectuses and other correspondence.	Yes	No
44	Financial Arrangements Did the business have any of the following? <ul style="list-style-type: none"> • Bank accounts denominated in a foreign currency • Deferred settlements • Forward contracts for foreign exchange or commodities • Business transactions that have an implied interest rate not payable or receivable until the end of the transactions • Any other financial instrument not mentioned above If yes, please provide details on a separate sheet.	Yes	No
45	Company Legal Information – COMPANIES ONLY Are you trading as a company? If yes, please answer the following During the year: <ul style="list-style-type: none"> • Have any of the Directors or Shareholders changed? • Have any addresses of Directors or Shareholders changed? • Were there any changes to number of shares issued? • Were there any changes in Registered Charges (i.e. new borrowings)? • Has any Director entered into a contract with the company, or have an interest in a contract in which the company is a party? <i>If you have answered yes to any of the above please supply details on a separate sheet</i>	Yes Yes Yes Yes Yes	No No No No No
46	Trust Legal Information – TRUSTS ONLY Are you trading as a trust? If yes, please answer the following During the year: <ul style="list-style-type: none"> • Have any of the trustees/beneficiaries changed? • Were there any resettlements/variations made to the trust deed? • Were any assets or investments purchased or transferred from the Settlor to the trust? • Have any gifts been received? • Were there any capital or income distributions to the beneficiaries during the year? • Have any major transactions/events occurred during the year? • Has there been any distribution from the Trust to a beneficiary that is not a natural person (e.g.; a Company or other Trust or Charity) • For new trusts we will require copies of trusts deed <i>If you have answered yes to any of the above please supply details on a separate sheet</i>	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No
47	Other Matters we should be aware of Are there any other matters we should be aware of? If yes, please provide details, on a separate sheet if necessary. Such as post balance date events which would significantly alter the nature of the financial statements being prepared.	Yes	No

Thank you for completing this checklist!