

**BUSINESS FINANCIAL STATEMENTS QUESTIONNAIRE
FOR THE YEAR ENDED 31 MARCH 2018**

Financial Statements will not be started until we have received this Questionnaire, your signed Compilation Agreement, and the supporting documentation requested below.

STOCK ON HAND

If your stock value is under \$10,000 you may estimate its value as the same as your Opening Stock.

Stock on hand should be valued at cost unless you can justify using another lower value.

Please contact us if you need any assistance with your stock valuation.

Value of stock on hand (GST exclusive): \$.....

CASH ON HAND

Till float and unbanked sales as at 31/03/2018 (GST inclusive): \$.....

BANK STATEMENTS

Xero, Quickbooks or MYOB Clients: supply only the bank statement(s) showing 31/03/2018 balance.

All Other Clients: supply all bank statements for all business bank accounts for the full financial year.

SALES

Was all income banked into the Business bank account(s)? Yes/No

If not, supply details of:

- Sales deposited to personal bank account(s).
- Cash sales used to pay business or personal expenses.

EXPENSES

Were all expenses paid from the Business bank account(s)? Yes/No

If not, supply details of:

- Business expenses paid from personal bank account(s) or personal cash.

INTEREST

Supply all Interest/RWT Certificates for all business and private bank accounts

DIVIDENDS

Supply all Dividend Statements for the year ended 31/03/2018.

DONATIONS

Supply all receipts for donations made during the year ended 31/03/2018.

LEGAL TRANSACTIONS

Supply copies of Solicitor's Statements for all business related transactions, ie. Sale & Purchase agreements; Gifting documents

MORTGAGES AND LOANS / HIRE PURCHASE

Supply all business loan and/or HP statements for the year ended 31/03/2018 including details of any new Loan and/or HP's taken out during the year, e.g. for buying a new vehicle.

<p>CASH BOOKS</p> <p>Manual Supply completed and reconciled cash receipts and cash payments records. Ensure monthly reconciliations are attached.</p> <p>Computer (MYOB, CashManager, QuickBooks etc) Supply back-up of data file along with confirmation of Admin username and password.</p> <p>If emailing, send backup of data file to: info@affleck.co.nz</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>HOME OFFICE Supply the following totals for the year ended 31/03/2018:</p> <p>a) Annual power accounts</p> <p>b) Annual rent (if rented)</p> <p>c) Annual rates – please include a rates notice</p> <p>d) Repairs and maintenance of the house</p> <p>e) Annual <u>interest</u> on mortgages (interest only – not repayments)</p> <p>f) Annual insurance (house and contents)</p> <p>Size of office and work areas</p> <p>Total size of home</p>	<table style="width: 100%; border: none;"> <tr><td style="width: 80%;">\$.....</td><td style="width: 20%; text-align: right;">m²</td></tr> <tr><td>\$.....</td><td></td></tr> <tr><td>\$.....</td><td></td></tr> <tr><td>\$.....</td><td></td></tr> <tr><td>\$.....</td><td></td></tr> <tr><td>\$.....</td><td></td></tr> <tr><td>.....</td><td style="text-align: right;">m²</td></tr> <tr><td>.....</td><td style="text-align: right;">m²</td></tr> </table>	\$.....	m ²	\$.....		\$.....		\$.....		\$.....		\$.....		m ²	m ²
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<p>COMPANIES & PARTNERSHIPS Has there been any change in shareholding or partners during the year ended 31/03/2018? Yes/No (If Yes, show dates and changes)</p> <p>.....</p>
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<p>WORKING FOR FAMILIES TAX CREDITS List all children that were in your care at any time during the year ended 31/03/2018.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 45%;">Name</th> <th style="width: 30%;">IRD Number</th> <th style="width: 25%;">Date of Birth</th> </tr> </thead> <tbody> <tr><td>.....</td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td></tr> </tbody> </table> <p>Did any of the children finish school during the year? Yes/No. If Yes, who & when?</p> <p>Did your relationship status change during the year? Yes/No If Yes, what was the change and when did it occur?</p> <p>Was custody of children shared? Yes/No If Yes, please detail arrangement.</p> <p>Has the IRD Working For Families Tax Credits end of year notification been attached Yes/No</p> <p>Child Support Total of payments received from ex-partner for year ended 31/03/2018 \$..... Total of payments made to ex-partner for year ended 31/03/2018 \$.....</p>	Name	IRD Number	Date of Birth		
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<p>STUDENT LOAN Do you have a Student Loan? Yes/No</p>
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<p>OVERSEAS INVESTMENTS Do you have any Overseas Investments such as Super or a Pension? Yes/No If yes, please supply details.</p>
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