

People not just numbers

# Tutbury



Associates Limited  
Accountants

## Business Questionnaire

For the year ended 31<sup>st</sup> of March 2017

Business/Trust Name \_\_\_\_\_

### RECORDS SUPPLIED

PLEASE TICK

A) All GST Returns and Worksheets

B) All Bank Statements for the year plus one month after Balance date

C) Solicitor Statements, Hire Purchase Agreements and other Legal Documents

D) Cash on hand (GST Inclusive) – Include Cash Floats

\$ \_\_\_\_\_

E) Accounts owing to me/Accounts receivable as at 31<sup>st</sup> of March 2017 – All accounts owing to me are detailed and any bad or doubtful debts (Including GST)

\$ \_\_\_\_\_

F) Work in progress (including material cost, labour cost and overhead content)

\$ \_\_\_\_\_

G) Stock on hand – was all stock physically counted as at 31<sup>st</sup> of March 2017? This figure must be valued at cost or market value, exclusive of GST

\$ \_\_\_\_\_

Yes

No

H) Fixed Assets – Attached are details (invoices and receipts) of fixed assets purchased or sold (over \$500) during the year, together with details of any finance and trade ins (include Hire Purchase and Lease Documents etc). e.g. Motor Vehicles, Plant and Equipment.

See attached details

I) Investments – Attached are details (preferably broker's contacts and dividend slips) of investments purchased and sold, and dividends and interest received from any investments during the year.

J) Accounts owing by me/Accounts Payable – All accounts owing by me are detailed showing GST as at 31<sup>st</sup> of March 2017 (Including GST)

\$ \_\_\_\_\_

Attached are details of loans or mortgages raised or repaid during the year. Please include Bank Term Loan Statements.

Yes


No

K) Motor Vehicle Expenses – The proportion of motor vehicle business use as established by business running records in my vehicle log book(s)

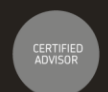
Vehicle Make/Description \_\_\_\_\_ Business % \_\_\_\_\_

Total (km) Travelled \_\_\_\_\_ Business (km) \_\_\_\_\_

23 MYRES STREET, TAURANGA 3110

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[www.tutburyassociates.co.nz](http://www.tutburyassociates.co.nz)



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M) Home Office/Tax Allowance for Work Done at Home – Do you use your home for business purposes?

Yes

No

What proportion of the total area of your house is used for business?

Total Area of House \_\_\_\_\_ Area set aside of office/business \_\_\_\_\_ Business % \_\_\_\_\_


What is the \$ value of your household expenses incurred during the 31<sup>st</sup> of March 2017 year?

Interest paid on Mortgage \_\_\_\_\_ Rates (Including Water) \_\_\_\_\_ Power \_\_\_\_\_ Phone/Internet \_\_\_\_\_

Repairs \_\_\_\_\_ Insurance \_\_\_\_\_ Any other expenses (please list) \_\_\_\_\_

Other Information \_\_\_\_\_

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