



489 High Street P O Box 217 MOTUEKA Phone 64 3 528 1010 Fax: 64 3 528 1011  
 email@quantumnz.co.nz www.quantumnz.co.nz

### Business Information Questionnaire

Client: \_\_\_\_\_ Balance Date: 31 March 2023  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please tick the relevant box if the information is enclosed or "N/A" if the schedule is not required.  
**By providing this information, we will be able to efficiently prepare your end of year taxation financials and returns.  
 If you are not sure of any of the information required, please contact us.**

**1. RECORDS REQUIRED**  Yes  N/A  
 (If we already have access to your accounting system or you are supplying a Computer Backup, Cashbook or BankLink data in electronic format, go to Question 2 instead)  
 Please supply details of your income and expenses and any hard copy records you think we might need such as bank statements, cheque butts and bank deposit books.  
 Please supply interest and dividend advices and details of investment changes.

- 2. COMPUTER RECORDS REQUIRED (Information in Question 1. Not required)**
- a) A electronic format of the Bank Reconciliation Reports and Transaction Details reports.  Yes  N/A
  - b) Bank statements for all bank accounts confirming the closing bank balance for each bank account.  Yes  N/A
  - c) Details of how private share of car expenses, insurances, etc have been treated.  Yes  N/A
  - d) Mortgage or Loan Statements.  Yes  N/A
  - e) Resident Withholding Tax (RWT) Certificates for the year showing Interest Received and RWT deducted.  Yes  N/A

**3. INCOME DURING YEAR NOT BANKED**  Yes  N/A  
 Was all business income banked in your business bank account?  
 If NOT, advise takings used for:

a) Personal Expenditure	\$
b) Business Expenditure (Supply details)	\$
c) Lodged into other bank accounts	\$

**4. CASH ON HAND**  Yes  N/A  
 Cash on hand should include cash floats and Eft-pos/Visa/Amex/Diners and cash sales prior to Balance Date but not banked until after Balance Date.

Cash Float	\$	Income not banked	\$
Sales received up to and including balance date but not deposited until after balance date:			
Amount	\$	Date Banked	

**5. STOCK ON HAND**  Yes  N/A  
 Stock and work in progress should be valued at the lower of cost or market value. You are required to take stock as close to balance date as possible and maintain full records.

Value of stock on hand	\$	Basis of valuation - Cost	\$
Value of work in progress (GST Exclusive)	\$	- Market Value	\$
Value of consumable supplies	\$	-	\$

Do these figures include GST?

Yes  No

**6. GOODS AND SERVICES TAX, FRINGE BENEFIT TAX AND RESIDENT WITHHOLDING TAX**

Attached

Copy of GST Returns, FBT Returns, RWT Reconciliation and Supporting Working Papers. These are required to assist us in completing your accounts.

**7. ACCOUNTS OWING TO YOU/ACCOUNTS RECEIVABLE (GST inclusive)**

All accounts owing to you should be advised or listed. To be tax deductible any bad debts should be written off before balance date.

Yes  N/A

Total Accounts Receivable (or Debtors) owing at Balance Date including GST (EXCLUDING bad debts below)

\$
\$

Bad Debts written off prior to balance date, but invoiced during the period.

**8. AMOUNTS OWING BY YOU / ACCOUNTS PAYABLE**

Total Accounts Payable (or creditors) owing at Balance Date including PAYE, RWT owing.

\$
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b) Please provide a list of all accounts owing by you (GST inclusive) at balance date, indicate name of creditor and nature of debt.

Yes  N/A

**9. PETTY CASH**

Yes  N/A

Detail of all Petty Cash expenditure - if not already on reimbursing cheque butt

**10. ASSETS PURCHASED / LEASED**

Have any motor vehicles, machinery or plant been purchased or leased during the year?

Yes  N/A

Any items purchased less than for less than \$5,000 between 17/03/2020 and 16/03/2021 or less than \$1,000 from 17/03/2021 (both plus GST) may be able to be written off within the year of purchase as a low value asset.

**Please enclose hire purchase agreements, lease agreements, and purchase invoices or ensure these are full details loaded into your accounting system.**

**11. ASSETS SOLD DURING YEAR (Land, Buildings, Plant, Vehicles, Furniture & Fittings etc)**

Please advise of any assets sold including assets traded in or ensure there are full details loaded into your accounting system.

Yes  N/A

Please review last year's depreciation schedule, and note any assets that you no longer have, or are obsolete. Please also note any assets not included that you think should be there.

**12. BUSINESS MOTOR VEHICLE(S) - PRIVATE USAGE**

(This section is not applicable to companies, where vehicles are subject to Fringe Benefit Tax). Your claim for motor vehicle running costs is limited to business use ascertained from either a daily log book or a percentage established by a daily log over a typical 3 month period.

Yes  N/A

With a daily log please provide:

Business kms for year

	km
	km

Total kms for year

If using percentage basis please provide:

Total kms for year

	km
	%

Percentage claimed as business

Separate details are required for each vehicle with a private use content.

Do you own more than one vehicle and if so are the expenses relating to your private vehicle charged to the business account?

Yes  N/A

When did you last keep your logbook? (These have a three-year life)

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**13. PRIVATE USAGE**

Yes  N/A

a) Your estimate of the value of business goods taken for private use at cost price per week/year	\$
b) The cost of private toll calls included in your business payments	\$
c) The cost of domestic power and gas	\$
d) The cost of any other personal goods or services included in your monthly business payments	\$

**14. HOME OFFICE EXPENSES**

If part of your home is used for business purposes, please advise expenses below. This includes a home office, workshop or storage area.

Yes     N/A

Please supply the following details: Please provide office area and total area of home including following expenses if any:

Expenditure incurred on dwelling: (If paid from business account these should be clearly identified).

Rates	\$	Insurance	\$
Interest on Mortgage	\$	Repairs	\$
Electricity and Heating	\$	Telephone Rental	\$
Business Toll Calls	\$	Other – provide details	\$

(Documents should be available if required)

If not advised previously please detail the following.

Purchase price of property	\$	Total Area of Home	
Rateable Land Value	\$	Area used for Business	
Rateable Capital Value (Formerly known as the Government Valuation)	\$	Type of construction -brick, wood, concrete	

**15. CLAIMS FOR OTHER EXPENSES**

Yes     N/A

For example: Business entertainment, Protective Clothing, Business Education Seminars

Please list any other item which you think may be claimable, and not been recorded in your records.

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**YOUR ADDITIONAL NOTES OR COMMENTS**

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## Terms of Engagement

### Client Entity and Name/s :

#### It is understood and agreed that:

Quantum Accounting & Business Solutions Ltd (“Quantum”, “we”, “us” or “our”) is appointed as accountant for the entity named above or elsewhere in this Questionnaire and any related entities and individuals (“you” or “your”) for the purposes of preparation of any Financial Statements required and filing of Taxation Returns with the Inland Revenue Department. Quantum is authorised to sign any form or to file any return on the Company’s behalf and to obtain or provide information in respect of all tax types by any method including via electronic communications.

The standard Terms of Engagement as previously signed and set out below are accepted. The person signing this authority has been authorised to do so for and on behalf of the Company or other entity involved

1. Quantum will compile financial statements in accordance with the standards applicable to compilation engagements, from information provided by you. Quantum will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Quantum services will not result in the expression of an audit opinion or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement and our services cannot be relied upon to detect fraud or error in your organisation. You understand that Quantum accepts no liability for the accuracy of the information supplied and that Financial Statements are prepared for the you only. You also acknowledge that in the preparation of Financial Statements and Taxation Returns, assumptions and determinations are made that may differ from any interpretations made by Inland Revenue and Quantum will not be liable for claims or losses including any penalties imposed by the Inland Revenue Department. You will keep all tax records for a minimum of seven years.
2. You will provide Quantum with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information. This includes information supplied to us for the preparation of Goods and Services Tax Returns. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you the client.
3. In terms of the Privacy Act 2020, the Company authorises Quantum to obtain any information and to take any action that may be required in connection with any accounting or other services that they may engage Quantum to complete at any time, including but not limited to preparation of Company Financial Statements and Taxation Returns, to act on the Company’s behalf and to obtain or to file any documentation or take such other action as may be required with the Companies Office, Accident Compensation Corporation or any other Government Department or other organisation. The holder of any such information including but not limited to the Company’s bank, solicitor, Accident Compensation Corporation or any other government department or business entity that holds information in respect of the Company is requested and authorised to release that information to Quantum on sighting a copy of this form. Quantum is authorised to release and supply information in respect of the Company’s financial position to our bank, solicitor or any other party notified to you by a Company or as considered necessary by Quantum in carrying out any work for the Company. Quantum’s Privacy Policy is available by emailing [privacy@quantumnz.co.nz](mailto:privacy@quantumnz.co.nz)
4. The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer when distributing the financial statements to third parties.
5. Our fees are on a time basis with per hour charge rates varying, depending on the experience of staff and directors engaged. Our payment terms are 20th of the month following invoice unless agreed otherwise (in advance). Interest may be charged on overdue accounts at 2 % per month. Directors of a Company personally guarantee the payment of all invoices for work carried out for the Company. Where Quantum pays for or manages any subscriptions on your behalf Quantum may be paid a commission from the service provider. GST is added to invoices at time of invoicing.

**I have read and agree to the Terms of Engagement and all conditions as set out above.**

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**Client/s Signature**

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**Date :**