



Ross Pauling & Partners Limited

Business Activities Questionnaire For the year ended 31 March 2016

Client name _____

Telephone _____

Mobile _____

Email _____

Date prepared _____

Signature _____

The following records and information will be required to compile your annual financial statements. Please complete the questionnaire and return it to us with your records. Please do not hesitate to call us on (09) 414 2346 should you require assistance.

	\$ AMOUNTS	RECORDS OR SCHEDULES ATTACHED
1. Bank Records		
Cheque books and bank statements from 1 April 2015 to 31 March 2016 for all business accounts, including loan accounts and deposit accounts		Yes/No/NA
OR Cashbooks for all business accounts from 1 April 2015 to 31 March 2016 together with bank reconciliations as at 31 March 2016, and a copy of the bank statement as at 31 March 2016		Yes/No/NA
OR Computer printouts with bank reconciliations for all bank accounts, and a copy of the bank statement(s) as at 31 March 2016.		Yes/No/NA
2. GST Returns		
All GST Returns from 1 April 2015 to 31 March 2016 together with working papers showing how the returns were prepared.		Yes/No/NA
3. Legal Fees Statements and Petty Cash Books		
Please attach copies of legal fee statements/invoices.		Yes/No/NA
Provide your Petty Cash Book (if maintained).		Yes/No/NA

4. Company Information		Yes/No/NA
Were there any changes during the year to the company's shareholders, directors, registered office? .If so we will obtain details from the Companies Office.		
5. Accounts Receivable (Debtors)		
Please provide a schedule of Accounts Receivable (money for sales or services invoiced in March 2016 or before but not received until after 31 March 2016). Please note whether the items on the schedule include GST.	\$	Yes/No/NA
6. Unbanked Sales & Cash on Hand		
Please show the amount of unbanked cash or cheques as at 31 March 2016.	\$	
Cash float balance at 31 March 2016	\$	
7. Business Expenses paid from Personal Funds		
Please attach a schedule of any business expenses paid from personal funds and credit cards.	\$	Yes/No/NA
8. Prepayments		
Please attach a schedule of payments for goods or services prior to 31 March 2016 that were not delivered or received until after that date.	\$	Yes/No/NA
9. Stock on Hand at 31 March 2016		
Date of stock take		
Enter basis of valuation (usually the GST exclusive cost price, or market value for damaged or obsolete stock). NOTE: show any consumable aids separately as it is unlikely that they will have to be included in the accounts for tax purposes		
Valuation Basis:		
.....		
.....		
.....		
If manufacturing, have you absorbed factory overhead into the cost of manufactured stock on hand? If so, on what basis?		
.....		
.....		
.....		
Enter GST Exclusive value of stock and if possible attach copies or summaries of stock sheets.	\$	Yes/No/NA

10. Work in Progress at 31 March 2016			
<p>Attach a list of work in progress, the value of which should normally include materials and labour at cost and an overhead content. Enter GST Exclusive value.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px; vertical-align: middle;">\$</td> <td style="width: 50%; height: 30px; vertical-align: middle;">Yes/No/NA</td> </tr> </table>	\$	Yes/No/NA
\$	Yes/No/NA		
11. Refundable Deposits			
<p>Please list any refundable deposits at 31 March 2016, such as deposits given for goods to be delivered in the future or supply deposits.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px; vertical-align: middle;">\$</td> <td style="width: 50%; height: 30px; vertical-align: middle;">Yes/No/NA</td> </tr> </table>	\$	Yes/No/NA
\$	Yes/No/NA		
12. Fixed Assets			
<p>Please attach a list of fixed asset purchases and sales during the year (GST exclusive) and provide supporting documentation such as H.P Agreements and invoices.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 30px; vertical-align: middle;">Yes/No/NA</td> </tr> </table>	Yes/No/NA	
Yes/No/NA			
13. Accounts Payable (Creditors)			
<p>Please attach a schedule showing details of all amounts owing to creditors at 31 March 2016 for goods or services received on or before 31 March 2016. Please note whether items on the schedule include GST & identify the nature of the creditor (eg purchases, rent, stationery etc).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px; vertical-align: middle;">\$</td> <td style="width: 50%; height: 30px; vertical-align: middle;">Yes/No/NA</td> </tr> </table>	\$	Yes/No/NA
\$	Yes/No/NA		
14. Wages and Holiday Pay Owing At 31 March 2016			
<p>Show the amount of wages and holiday pay owing to employees at 31 March 2016 that has been or will be paid within 63 days of balance date. These expenses are not tax deductible in the 2016 year unless they are paid on or before 2 June 2016 and amounts paid to shareholder employees are only deductible in the year in which the amounts are included in the income of the shareholder employees..</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 30px; vertical-align: middle;">\$</td> <td style="width: 50%; height: 30px; vertical-align: middle;">Yes/No/NA</td> </tr> </table>	\$	Yes/No/NA
\$	Yes/No/NA		
15. Bank Overdraft			
<p>Please advise:</p> <p style="margin-left: 40px;">O/D Limit \$.....</p> <p style="margin-left: 40px;">Details of security</p> <p style="margin-left: 40px;">Interest Rate at 31 March 2016 %</p>			
16. Mortgages and Loans			
<p>Please provide details of all business mortgages and loans. Provide copies of loan agreements where possible, and include a statement(s) showing the balance of the mortgage(s) and/or loan(s) as at 31 March 2016.</p> <p style="margin-left: 40px;">Details of security</p> <p style="margin-left: 40px;">Repayment terms and interest rate</p>			

17. Hire Purchase	Yes/No/NA								
Please provide copies of all H.P Agreements entered into during the year.									
18. Contingencies	Yes/No/NA								
Were there any conditions existing at balance date which were confirmed after balance date? Eg insurance or litigation where the damage or action occurred prior to balance date. If so please attach details.									
19. Private Usage Expenditure									
Companies will be subject to Fringe Benefit on motor vehicles if the vehicles are available for private use. Any restrictions on private use must be documented.									
Sole traders and partnerships are required to make an adjustment for private usage based upon a 3 month logbook. The logbook must have been prepared not more than 3 years ago otherwise the deduction is limited to 25% of vehicle costs.									
Companies:									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Vehicle</th> <th style="text-align: left; border-bottom: 1px solid black;">Cost (GST inc)</th> <th style="text-align: left; border-bottom: 1px solid black;">Available for private use</th> <th style="border-bottom: 1px solid black;">Yes/No/ No: of days</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">.....</td> <td style="border-bottom: 1px solid black;">.....</td> <td></td> <td></td> </tr> </tbody> </table>	Vehicle	Cost (GST inc)	Available for private use	Yes/No/ No: of days			
Vehicle	Cost (GST inc)	Available for private use	Yes/No/ No: of days						
.....								
Sole trader and partnerships: Percentage business use	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">%</div>								
Goods/Produce/Cash: Please provide details of the cost of goods and produce taken for private consumption and the amount of any cash taken for private use:	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">\$</div>								
20. Entertainment Expenses	Yes/No/NA								
In order to claim a tax deduction for 50% of entertainment expense, you must maintain a detailed record of entertainment expenses showing who was entertained and the purpose of the entertainment (eg business customer, potential customer etc). We do not need to see your records, but please confirm that you do hold records should the Inland Revenue require them.									
21. Home Office	Yes/No/NA								
If you have a home office please attach details of total household expenses, (interest, rates, electricity, insurance, mortgage interest, repairs & maintenance etc), area of the office plus an allowance for areas used for both private & business use (eg lounge for meetings) and total area of the house.									
22. Bad Debts									

Please provide a schedule of bad debts written off on or before 31 March 2016.		Yes/No/NA
Please note that in order to claim bad debts as a tax deduction the debts must be written off in the books of account by 31 March 2016.		
Total written off inclusive of GST	\$	
GST content	\$	
GST exclusive amount written off	\$	
Has the above GST been claimed in GST Returns filed to 31 March 2016?		Yes/No/NA

Investment Income		
23. Dividends from New Zealand companies, excluding Portfolio Investment Entity Income (PIE income)		
Please provide all dividend advice notices (including shares in lieu and bonus issues). These detail resident withholding tax deductions and imputation credits.		Yes/No/NA
Please confirm that the business did undertake a taxable activity of share trading, in which case capital gains less capital losses would be taxable or deductible.		
24. Shares held in overseas companies		
If the business held, purchased or sold shares in overseas companies during the year please provide documentation and details of the transactions.		Yes/No/NA
25. Income from Portfolio Investment Entities (PIE)		
Individual investors who have correctly advised a prescribed investor rate ("PIR") tax rate do not include PIE income in their tax returns.		Yes/No/NA
Please provide details and documentation relating to any PIE investments.		
26. Interest from New Zealand banks and financial institutions on deposit and savings accounts		
Please provide details of gross interest received and resident withholding tax deducted. Please also attach interest certificates provided by financial institutions that summarise the interest and withholding tax details.		Yes/No/NA
Interest received from:	Gross	RWT

27. Interest from overseas banks and financial institutions on deposit and savings accounts

Please provide details of gross interest and withholding tax deducted

Yes/No/NA

Interest received from:

Country

**Gross
(state
currency)**

**Withholdin
g tax (state
currency)**

28. Interest from bonds, debentures and securities

Please provide copies of purchase documentation that shows details of cost, face value, interest rate, maturity date and country.
We also need details of all interest received

Yes/No/NA

Please list the securities for which details are attached

Attachment 1

Terms of Engagement

Client: ("the Client")
Firm: Ross Pauling & Partners Limited ("the Firm")

This document is to confirm the Firm's understanding of the terms of our engagement and the nature and extent of the services we will provide. Unless otherwise agreed between us in writing this letter records the entire agreement between us in relation to the Firm's engagement. The terms recorded in this letter will remain in force until varied by the Firm in writing to you, or until cancelled by either of us by notice in writing to the other.

The arrangements outlined herein will continue in effect from year to year unless varied in writing.

The Client accepts the responsibility for ensuring that all relevant records and information are at the offices of the Firm or as otherwise agreed in reasonable and sufficient time for processing to be completed by the Firm before any statutory or other deadline.

Where the services of an external consultant are required, involving the disclosure of confidential client information, the Client's prior consent will be obtained by the Firm.

The Client accepts that the Firm shall have the right to exercise a possessory lien over any records in their possession relating to any outstanding fee.

The Client accepts that the following disclaimer by the Firm forms part of the financial statements and is to remain attached to all copies of the financial statements distributed to third parties:

"The Firm has compiled the financial information in accordance with *SSE-2 Compilation of Financial Information* of the New Zealand Institute of Chartered Accountants based on information provided to us which has not been subject to an audit or review in respect of either of the information provided or the financial information which is provided from it. Accordingly neither the Firm nor any of its employees accept any responsibility for the reliability, accuracy or completeness of the compiled information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

It is not intended that the engagement of the Firm for the compilation of financial statements be relied upon to prevent or detect fraud or error.

The Firm may provide general business and/or tax advisory services to the Client as required.

The Firm will not audit, review, or carry out any other checks on the accuracy or completeness of the information the Client provides.

By signing this Terms of Engagement the Client authorises the Firm to act as its tax agent with the Inland Revenue Department for all tax and future tax types and associated entities. As tax agent the Firm will have access to all relevant tax records at the Inland Revenue Department. Under the Firm's tax agency the Client will receive an extension of time for filing tax returns, provided that tax returns have been filed on time in prior years.

The conduct of this engagement is in accordance with the professional standards, Rules, and Code of Ethics of the New Zealand Institute of Chartered Accountants. Information obtained in the course of this engagement is subject to confidentiality requirements in addition to the Firm's obligations under the Privacy Act 1993. The Firm will not disclose that information to other parties without the Client's express consent, except as required by law or professional obligations.

The Firm will not be responsible or liable if information needed to carry out its tasks properly is withheld or concealed or wrongly represented to it.

The Firm will base its fees on the time spent on business matters for the Client and the value of the services provided. In determining a fee it will take into account of the skill and knowledge required for the type of professional service involved.

Fees are due for payment on the 20th day of the month following the month in which they are invoiced.

The Firm will store the records that it holds on the Client's behalf for a period of seven years after the appropriate balance date. At the end of that period the Firm will destroy the documents using a secure document destruction service unless the Client requests that the documents be returned.

The Client authorises the Firm to seek information it requires for the performance of its assignments from the Client's solicitors, bankers and finance companies.

The Firm reserves the right to remove the name of the Client from its Inland Revenue Department Agency List if it fails to provide the information required to enable the completion of its tax returns by due date.

Signed by the Client

Dated **day of**