

Business Information Questionnaire

Year Ended _____

To Pimm & Co Ltd

I/we hereby instruct you to prepare my/our financial reports and tax returns for the current period. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. If you hold our Statutory Records then we expect you to complete the required minutes and file the appropriate annual returns which we will sign and authorise as required. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance Companies and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

.....
Client Signature

.....
Date

Please complete these details to ensure our records are up to date.

Client Name
 Telephone (wk)
 Email

Postal Address
 Fax
 Most convenient time to call

Is completion of Accounts urgent? Yes / No

Please Provide All. Tick if applicable.

Bank statements

For the full year plus one month after balance date
(Bank Link Client, Copy of last bank statement)

Cheque butts and deposit books

For the full year plus one month after balance date

Computer cashbooks

Include computer disks or a printout of the Trial
 Balance and General Ledger
 Programme used
 Copy of last Bank Statement.

Mortgage and loan documents.

Details of payments during the year and the
 outstanding balance.
 Please also provide details of any new loans

Credit card Statements

With details, if used for business purposes

Insurance premium notices

Details of premiums on buildings, plant and
 machinery, vehicles, household and personal effects

Leases or Hire Purchase agreements

Attach copies of all agreements entered into

this past year.

Solicitors Statements

For business related transactions

ACC

Please supply copies of all ACC invoices paid
 During the year

GST Returns

Include all returns and work papers for the year
 as well as assessments.

FBT Returns

Include all returns and work papers

Log Books

If you have completed a log book please
 provide it. Date logbook last completed

Interest and Dividend Certificates

Provide all deductible certificates

Rebate notices

Provide all rebate notices

1. Inventory

You need to undertake a stocktake at the end of the financial year (inventory must be valued at the lower of cost or net realisable value, GST excluded). Note – work in progress must be accounted for if not yet billed (including material used, labour cost to date, portion of overheads).

Work in progress \$..... incl/excl
 Raw materials \$..... incl/excl
 Finished Goods \$..... incl/excl

Please indicate whether any stock held is subject to retention of title clauses, i.e. Romalpa clauses

Yes No

2. Cash on Hand

Unbanked takings \$.....
 Petty Cash on Hand \$.....
 Till/Float \$.....

3. Private use of business expenses

	\$	%
Vehicle Expense		
Telephone & Tolls		
Power		

4. Business Home use

Please advise the following details for the past year.

Mortgage interest paid/or rent \$.....
 House contents insurance \$.....
 Phone and tolls \$.....
 Electricity \$.....
 Rates \$.....
 Cost of property (Latest Valuation) \$.....
 Construction material used

Bricks/timber/other

Total area of homesq mtrs.
 Total area used for businesssq mtrs

5. Other Information

Income banked privately

Was all income banked into the trading account?

If No please provide details.

Income type	Amount
.....
.....

Expenditure paid for privately

Did you pay for any business expenses privately?

If YES please provide details.

Expense type	Amount
.....
.....

Funds Introduced

Did you bank any private funds into your trading account?

If Yes please provide details

Date Banked	Amount
.....
.....

Goods Own Use

Expense type	Amount
.....
.....

6. Asset Purchase/Sale

Did you buy or sell any assets during the year?

If so please provide details below and if they were new or second hand.

Purchase

Date	Description	Price	Old/New
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

Sale/Trade In

Date	Description	Price
.....	\$.....
.....	\$.....
.....	\$.....

7. Investments

Please provide details of any sale or purchase of Shares or Other Investments

- Shares attached
- Term Investments attached

8. Information Also Required

Repairs and maintenance

Please provide full details of major repairs and maintenance to any business assets.

Attached N/A

Company Clients only

Have there been any changes to shareholders?

Yes No

Contingent liabilities

Are there any contingent liabilities existing at year end?
Please provide details

Type of contingency	amount
.....	\$.....
.....	\$.....

Bad Debts

Did you forgive any debt owing to you during the year?
If so , please give details:

Details	amount
.....	\$.....
.....	\$.....

Are you getting a Refund?

If your tax calculations result in a refund being due and you are a provisional tax payer do you want the refund?

Sent to you in full

Used to offset your provisional liability

Would you like a copy of your accounts sent to your bank

Yes No

Accounts Receivable (debtors) owed to you.		
DETAILS OF PAYMENT	CODE	AMOUNT (INC. GST)

