

# 2024 BUSINESS INCOME QUESTIONNAIRE

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Your time and effort in completing this form is much appreciated  
by the team at Vision Accounting Solutions Ltd**

	YES	NO	If 'YES', Enclose docs or Complete Section Below
1. Does the Business have a bank account?	<input type="checkbox"/>	<input type="checkbox"/>	A1
2. What is the easiest way for you to supply this year's transaction data			
- we use a computerised accounting or cashbook package	<input type="checkbox"/>	<input type="checkbox"/>	B1
- we would like to supply bank statements	<input type="checkbox"/>	<input type="checkbox"/>	B2
- we can supply the data as a .CSV file	<input type="checkbox"/>	<input type="checkbox"/>	B3
- MYOB/Xero will supply the data to Vision Accounting Solutions Ltd	<input type="checkbox"/>	<input type="checkbox"/>	-
- Vision Accounting Solutions Ltd process my transactions internally during the year for GST (if GST registered)	<input type="checkbox"/>	<input type="checkbox"/>	-
- we don't have a business bank account, and would like to supply the information in a different way (we would like to discuss this with you)	<input type="checkbox"/>	<input type="checkbox"/>	B4
3. Did you have any Loans, Hire Purchase or Lease Agreements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	C1
4. Did you have any cash, cheques or floats on hand at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	C2
5. Did you have any Stock on Hand/Work in Progress at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	C3
6. Did you have any Accounts Receivable (Debtors) as at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	C4
7. Did you have any Accounts Payable (Creditors) as at balance date?	<input type="checkbox"/>	<input type="checkbox"/>	C5
8. Did you buy or sell a Business, Real Estate or other Business Investment during the year?	<input type="checkbox"/>	<input type="checkbox"/>	D1
9. Have you purchased or disposed of any Business equipment or other fixed assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	D2
10. Do you pay Fringe Benefit Tax? (include Returns & workings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you registered for GST? (include workings, unless the workings are available on your accounting software, or we prepare your GST returns).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Did the Business receive any Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you employ staff?	<input type="checkbox"/>	<input type="checkbox"/>	E1
14. Did you receive any Foreign Income or incur Foreign Expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you use your Home for business purposes i.e. Home Office?	<input type="checkbox"/>	<input type="checkbox"/>	E2
16. Did you incur any costs which have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	E3
17. Does your business own and/or operate any motor vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	E4
18. Did you incur any entertainment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	E5
19. Are you completing this questionnaire for a Trust?	<input type="checkbox"/>	<input type="checkbox"/>	G1
20. IN ALL CASES, PLEASE COMPLETE SECTION G2	<input type="checkbox"/>		G2
21. IN ALL CASES, PLEASE SIGN THE DECLARATION AT G4	<input type="checkbox"/>		G4

**A1. Bank account**

**Enclosed**

In most cases (except for option B2, supplying transaction data via bank statements) we will only need the final bank statement for the financial year - the one that shows the bank account balance at the 31st of March. If you have more than one business bank account, we will need this final statement for each account.

Do have foreign currency holdings? Please provide data for the full year

**Transaction information: PLEASE CHOOSE ONE of the following four options**

**B1. Computerised Accounting Systems**

What accounting system or software are you using: \_\_\_\_\_

- Please ensure that we can access your data by
- Inviting us to access your software as an **Advisor** or
  - Supplying a backup (by email or USB Stick) for your financial year, or
  - Supplying your Username and Password

**Actioned** (choose one)

  
  

Username \_\_\_\_\_

Password \_\_\_\_\_

If you cannot give access to your accounting system, please supply the following reports (either printed or produced as an Excel file) from your system:

- Annual Summarised General Ledger
- Annual detailed General Ledger
- Bank Reconciliations as at Balance Date

**Enclosed** (supply all)

  
  

**OR B2. Bank Statements**

**Enclosed**

Please provide Bank Statements for the full year for all business bank accounts  
 Ensure that the nature of each deposit (whether it is income or your own money) is clear on the bank statements  
 Ensure that the nature of each payment or withdrawal (the type of expense you are paying) is also clear on the bank statements

**OR B3. Data in .CSV format**

**Enclosed**

Ensure that the transaction data covers the whole year, from 1 April to 31 March  
 Please add more detail to the file if the nature of each transaction is not already clear from the narration or payee details

**OR B4. Data in another format**

**Enclosed**

- Supply either
- A list of your income and all the expenses for the year
  - Receipts and invoices (we can work with this, but it is the more expensive option)

  

**C1. Loans, Hire Purchase and Lease Agreements**

Please provide the following records:

- Confirmation of loan balances as at balance date
- Copies of any new agreements.
- Details of any agreements repaid or refinanced during the year
- Loan account statements if available

**Enclosed**

**N/A**

  
  
  
  
  
  

Please also advise if you have an IRD Small Business Cashflow Loan

**C2. Cash on Hand**

Please provide the following figures:

- Total sales not banked (cash, eftpos) at balance date were:
- Total cash floats at balance date were:
- Total petty cash on hand at balance date was:

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

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

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

**C3. Stock on Hand, in Transit or Work in Progress**

Please provide the following records:

- A copy of the year end stocktake workings
- Details of the nature of any work in progress as at balance date

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The value of Stock on Hand at balance date was: \$ \_\_\_\_\_  
(Value should be **at cost** and **exclusive of GST**)

The value of Work in Progress at balance date was: \$ \_\_\_\_\_  
(Value should be **at cost** and **exclusive of GST**)

**Please contact us if you unsure how to value your stock or work in progress.**

**C4. Accounts Receivable (Debtors)**

Please provide:

- A Receivables Aged Trial Balance as at balance date printed from your accounting system **OR**
- A detailed list of all amounts due to you at balance date (GST inclusive) including name and amount owing from each debtor

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The total of all Accounts Receivable as at balance date was: \$ \_\_\_\_\_

**Note** : Bad debts must be written off before balance date if you do not consider them to be collectable.

**C5. Accounts Payable (Creditors)**

Please provide the following records:

- A Payables Aged Trial Balance as at balance date printed from your accounting system **OR**
- A detailed list of all amounts owing at balance date (GST inclusive) including name and amount owing from each creditor.

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The total of all Accounts Payable as at balance date was: \$ \_\_\_\_\_

**D1. Buying/Selling Investments, Real Estate or a Business**

- A copy of all documentation **including Settlement Statements, Sale and Purchase Agreements and Valuations**

<input type="checkbox"/>	<input type="checkbox"/>
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**D2. Assets**

Please provide the following records:

Purchases

- A detailed list of any assets purchased during the year including the date purchased and the purchase price (GST inclusive)
- Copies of invoices for any assets over \$1,000 in value

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Sales

- A detailed list of any assets sold including the date sold and sale value

<input type="checkbox"/>	<input type="checkbox"/>
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Disposals/Write Offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal.

<input type="checkbox"/>	<input type="checkbox"/>
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**E1. Wage Records**

Please provide the following records:

- Your wages book for the year, **OR**
- Annual summary reports from your computerised payroll system
- Government Wage Subsidy information for employees

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you would like to include a holiday pay accrual in this year's accounts, please also provide details of any remuneration owing to employees as at balance date, and indicate what portion of these amounts were paid (or will be paid) within 63 days of your balance date.

<input type="checkbox"/>	<input type="checkbox"/>
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**E2. Home Office Allowance**

The **annual** total of the following expenses are required in order to complete the calculations:  
*(unless you have not been in business for 12 months, then please only provide this for the business months)*

Power and Gas	\$ _____	Rates	\$ _____
Insurance (contents, building)	\$ _____	Water Rates	\$ _____
Interest (on Mortgage)	\$ _____	Repairs and Maintenance	\$ _____
Rent (if property not owned)	\$ _____	Body Corporate Fees	\$ _____

Note: if you have supplied details of your house and the area used for business purposes to Vision Accounting Solutions Ltd in prior years, and the details have not changed, you do not need to supply the following information:

The total floor area of the house is: (including garaging) \_\_\_\_\_ m<sup>2</sup>  
 The total floor area used for business purposes is:  
 (including storage & garaging of business vehicles) \_\_\_\_\_ m<sup>2</sup>

**E3. Business Portion of Private Expenses**

The following expenses are the most likely to have an element of private use. If you believe that any of these costs are **not** 100% business please tell us what you think is a fair split between business and private use

Subscriptions \_\_\_\_\_  
 Travel Expenses \_\_\_\_\_  
 Telephone & Internet \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Other (Please Specify) \_\_\_\_\_

**E4. Business Vehicles**

The rules for business vehicles are complex. They depend on the structure of your business, the type of vehicle you use and the way in which you use it.  
 In most cases, the way you use your vehicle will not change from year to year, and we can continue making the same adjustments as last year. **IF** something has changed, we need to know about it.  
*If this is your first year in business, please be in touch with us and we will provide you with further guidance.*

Please indicate if any of the following apply to you:

No Change		<b>YES</b>	
The log book was more than 3 years old. A new one is enclosed		<input type="checkbox"/>	
We have a new business vehicle. Details are:		<input type="checkbox"/>	
Date of Purchase _____			
Make and Model _____			
Cost (GST inclusive) _____			
Used for both business and personal		<input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
We have a new private vehicle that we may use for business occasionally		<input type="checkbox"/>	

**E5. Entertainment Expenses**

Generally only 50% of entertainment costs are tax deductible, with the following exceptions:

- Meals while travelling on business (unless with an existing business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

If any of these exceptions apply to your entertainment expenditure, please provide details.

	<b>Enclosed</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>

**G1. Additional Disclosures for Trusts**

**Enclosed      N/A**

Have there been any changes to Beneficiaries or Trustees during the year?  
Please provide details (including name, date of birth and IRD number for any person that is new to the trust) and date of change

<input type="checkbox"/>	<input type="checkbox"/>
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Have any new debts been acknowledged, or any gifts been made in Reduction of Indebtedness during the year  
(include copies of all documentation)

<input type="checkbox"/>	<input type="checkbox"/>
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If you have not recently supplied this information, please provide:

**Enclosed      N/A**

- Details of **all** Trustees, including name, date of birth, contact details and IRD number of each Trustee.

<input type="checkbox"/>	<input type="checkbox"/>
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- Details of **all** Beneficiaries, including name, date of birth, contact details and IRD number of the Beneficiary.

<input type="checkbox"/>	<input type="checkbox"/>
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**G2. General (to be completed in all cases)**

Please supply the following information:

**Enclosed      N/A**

1. Copies of all Insurance and ACC invoices.
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$1,000.
3. Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item.
4. Details of the nature and value of any business goods taken for personal use during the financial year.
5. Details of the amount of any business income not banked into the business account, for example cash taken for private use, out of till expenses or income from a partnership or trust.
6. Details of any deposits received from customers/clients for goods not supplied at balance date.
7. Details of any business expenses which have not been analysed through the business accounting systems. These might have been paid from a personal bank account or credit card or in cash.
8. Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year.
9. Details relating to any Government Wage Subsidies received whether received personally or banked to the Business Bank Account

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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**G3. PAPER COPIES OF FINANCIAL ACCOUNTS**

It is our practice to send a copy of your accounts and tax returns by email followed by a paper copy in the post. Please indicate whether you wish to receive a paper copy in the mail.

<input type="checkbox"/>	Yes please
<input type="checkbox"/>	No paper copy thanks

**G4. Bank Account Details**

Inland Revenue no longer issues refunds by cheque. Refunds can be paid directly into the business bank account. Please provide us with your preferred bank account details:

Bank

Account Number:

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**G5. DECLARATION**

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

***Accident Compensation Corporation***

I authorise Vision Accounting Solutions Ltd to act as my agent for ACC levy purposes for all associated entities. This authorisation allows Vision Accounting Solutions Ltd to query and change information on my ACC levy account(s) through ACC staff and through ACC Online Services. This authority will also allow Vision Accounting Solutions Ltd's main representative discretion to delegate access to my ACC information to other members of Vision Accounting Solutions Ltd. Other delegated members of Vision Accounting Solutions Ltd will also be able to query and change information on my ACC levy account.

I also accept responsibility for all other records and information supplied to Vision Accounting Solutions Ltd other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information.

I ..... hereby authorise Vision Accounting Solutions Ltd to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide Vision Accounting Solutions Ltd with information required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_