

2021 – Business Questionnaire

ALL USERS to provide the following documentation where appropriate:

- ☐ Donation Certificates
- ☐ Loan Documents
- ☐ Hire Purchase Documents
- ☐ Solicitors Invoices/ Statements
- ☐ Insurance Statements
- ☐ Details on Petty Cash Expenses
- ☐ Significant Repairs and Maintenance receipts
- ☐ Information on any new bank account/s opened in the last year
- ☐ Provide any Cheque butts or Bank Deposit Slips that do not already have a transaction in Xero
- ☐ Advise Cash on Hand Balance
- ☐ If any sales were made during the year that were not banked (e.g. taken as drawings or used for purchases) Provide schedule of amounts and what they were used for.
- ☐ If you have received any rebates, please provide the suppliers advice notices.
- ☐ If you have any stock on hand provide the lower figure out of cost of saleable value

\$.....Inclu/Excl GST
(Schedules should be prepared and kept for seven years)
- ☐ If you have any Work in Progress at cost please provide this amount:

\$.....Inclu/Excl GST
- ☐ If you have purchased and/or sold any Fixed Assets (Land, Buildings, Plant, Vehicles, etc.) provide Invoices, Hire Purchase Papers, schedule/s.
- ☐ If you have taken any Goods, Materials or paid labour used for personal use provide a schedule
- ☐ If you have paid for any business expenses from personal funds provide details
- ☐ If you received any Dividend/s or Interest provide Advice notices
- ☐ If you use your work vehicle for private use please provide the logbook, receipts, and any vehicle details
- ☐ If you have a Home Office provide a home office schedule – download here:
<https://www.active2001.co.nz/onlineforms>



- ☐ Details of any Travel Expenses (food, beverages, accommodation, travel costs, purpose of travel)
- ☐ Provide details on any money received from any other sources not relating to the business activity, such as commissions, royalties and/or income from illegal activities.
- ☐ If you have any Contingent Liabilities (matters which may lead to a future liability which remains uncertain at balance date (e.g. legal proceedings have been brought against you) please advise.
- ☐ If you prepare your own GST returns and work papers provide full details/ copies
- ☐ If we do not already manage it, please provide PAYE returns or annual summary/control report from your payroll system
- ☐ If you prepare your own FBT returns and work papers provide full details/ copies

If you trade as a Company and there has been any changes in Directors, any share transfers, any share transfers likely to take place in the coming year or any distributions to shareholders made during the year please supply details below:

Please provide us with the following documentation if you **DO NOT** already have a Xero Subscription linked to Active:

- ☐ Bank Statements and Credit Card Statements for the full year for ALL business-related accounts
Ideally, internet banking .csv or .xls files, sent via email
- ☐ Bank Lodgements
List/identify full details of banking's that are not sales.
- ☐ Debtors (amounts owing to you).
Provide a schedule and indicate amounts that are unlikely to be recovered: \$.....
Inclu/Excl GST
- ☐ Creditors (*amounts owing by you*)
Provide a schedule \$.....
Inclu/Excl GST
- ☐ Cashbook (*if applicable*)
- ☐ Ledger and Trial Balance if applicable (e.g. you have run MYOB or QuickBooks for the year).
Ideally a copy of the data files sent via email