

2020 – Business Questionnaire

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

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 you 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

Do you Trade as a Company?

- ☐ No – **Finished**
- ☐ Yes



Company Administration:

- ☐ Have there been any changes in Directors during the year?
- ☐ Have any share transfers taken place?
- ☐ Are any share transfers likely to take place in the coming year?
- ☐ Have there been any distributions to shareholders during the year?
- ☐ If you answered yes to any of the above questions about Company Administration, please supply details below:
