



## Company Tax Return Questionnaire

Year End 31<sup>st</sup> March 2024

**Legal Name:**

**IRD Number:**

**Contact email for queries and tax summaries:**

<b>Trading Name</b>	
<b>Directors Names</b>	
<b>Shareholder Names</b>	
<b>Business Industry</b>	
<b>Solicitors</b>	

## Important Information

### 1. FBT Adjustments

#### A) Are motor vehicles available for private use to any employees?

If yes, please provide vehicle details and days available for private use in the table below:

Name of Employee	Vehicle Make and Model	Days available for private use

If no, please confirm all the following conditions are met:

- The principal design of the vehicle is not for carrying passengers eg. a Truck, Van or Ute
- The vehicle is sign written with the business name.
- You have notified employees that the vehicle is not available for private use.
- You have recorded checks carried out to ensure employees are not using the vehicle for private use.

#### B) Do employees/shareholders receive free, subsidised, or discounted goods or services?

#### C) Do employees receive low interest loans?

#### D) Is the shareholder current account overdrawn?

**2. Related parties – is there a Company, Trust or Business which the primary owners are associated or related to you?**

Due to unintended consequences and additional accounting complexity, we recommend these transactions are avoided or limited as much as is possible.

- Do you pay or receive a management fee from an associated business?
- Do you pay invoices or receive funds on behalf of a related party?
- Have you bought, sold or transferred assets between related parties?
- Have you received or issued loans to a related party?
- Do you lend or use resources, materials or assets for no consideration that belong to a related party?
- Are you aware of the changes to trust legislation which occurred in January 2021 and how they may affect your trust?

**3. Do all Directors understand the responsibilities and risks of being a director?**

**4. Please confirm that all bank accounts, investments, properties and loans are included AND held in the legal name of the company.**

**5. Do you have a large volume of personal transactions recorded in the Business bank account. Are these clearly identified as private?**

We recommend limited personal transactions to a weekly or fortnightly “wage equivalent” and keeping personal transactions outside of the business bank account.

# Business Information Checklist

## Income

**Please tick sources of income which apply**

- Business Trading income
- MSD Grants including COVID wage subsidies

**Please provide copies of income documentation for the following if they apply to you:**

- Power Dividend  
If yes, please confirm amount received and provide dividend statement
- Investment income - income from interest or dividends  
If yes, Please provide income confirmation
- Any other income including interest from private loan agreements, sale of land, buildings, shares or securities.  
If yes, please provide details
- Please provide the value of unbanked cash sales during the financial year.

**Do you have any other information that you consider relevant to your income?**

## Your Expenses

- Are any losses available from a prior period?
- Is the business is non trading or has the business activity ceased?  
If the business is non trading or has ceased trading please advice the date. Expenditure incurred after this date may be non-deductible
- Please ensure that private transactions are excluded or clearly identified as private.

**Do you have any other information that you consider relevant to your expenses?**

## **Business Assets**

### **Bank Accounts and cash**

Please provide copies of all bank accounts confirming the closing balance as at end of financial year.

*For companies and trusts the bank account must be in the legal name of the business*

Please advise the value of petty cash, cash on hand or unbanked sales as at the end of financial year

### **Inventory and work in progress**

What is the value of inventory or stock as at the end of financial year?

Inventory is valued at cost. This is what it cost you to buy or produce the product.

What is the value (at cost) of work in progress as at the end of financial year.

### **Investments**

Please provide investment summaries and confirmation of investment valuation as at end of financial year.

### **Fixed Assets**

Please review prior the year fixed asset schedule to ensure accuracy and correct descriptions used.

Please identify any assets sold, disposed of or purchased during the financial year.

If you have a recent asset revaluation, please provide a copy of this.

### **Accounts Receivable - money owed to the business**

Please provide a schedule of any amounts invoiced to customers or owing to you as at end of financial year.

## **Other Assets**

- Please include details of and confirmation of asset values as at end of financial year.

*When available, please provide documentation to support the asset valuation.*

## **Business Liabilities**

### **Bank overdrafts, loans and hire purchases**

- Please provide copies of loan and hire purchase statements confirming the balance as at end of financial year.

*For companies and trusts these must be in the legal name of the business*

- Please provide copies of loan and hire purchase statements showing interest charges incurred during the financial year.

### **Accounts Payable - money owed by the business**

- Please provide a schedule of any amounts invoiced to the trust by suppliers or owing by the trust as at end of financial year.

*Please include creditor name, the business expense and amount*

### **Other Liabilities**

- Please include details of and confirmation of liability values as at end of financial year.

*When available, please provide documentation to support the liability value.*

### **Related parties**

- Please identify any related party transactions and confirm balances

## Financial Transactions for the tax year

### Online Software - Xero or MYOB

- Transactions are coded and reconciled
- BFG Granted online access  
*Access should be given to [advice@borriegroup.co.nz](mailto:advice@borriegroup.co.nz) and not a team member*
- Details of any expenses paid privately

### Manual Records - if you do not have online records

Manual records may take longer to process and incur a higher accounting fee. Talk to us about online accounting as this may save you significant time, money and stress

Please provide us with one of the following:

- Completed cashbook or summary of income received and business expenses paid.
- Copies of all bank statements for the year. Please ensure unusual or personal transactions are clearly marked.
- Please provide **copies** of all Company invoices or receipts for purchases during the year. Please ensure only Company expenses are provided and they are in date order.

**Home Office Claim**

We may be able to claim a proportion of your dwelling expenses, if not claimed already based on the area you use as a home office.

Please provide details of:

☞ Area of house used for office	sqm
☞ Total area of house	sqm
☞ Dwelling and contents insurance	\$
☞ Telephone Accounts	\$
☞ Electricity Accounts	\$
☞ Rent / Home Mortgage Interest ( interest portion only)	\$
☞ Rates	\$
☞ Other	\$



**Important things to remember.**

We will not begin working on your Tax Return and Financial Statements until **ALL THE INFORMATION** in these worksheets have been filled out entirely despite how well we know you and your circumstances.

Please provide copies of the requested documents and ensure you keep the originals. You are required to keep these records for a minimum of seven years.

All information and worksheets can be emailed to:  
**reception@borriegrup.co.nz**

or delivered to:  
**1017 Heretaunga Street East, Parkvale, Hastings 4122**

**Privacy Act Authorisation**

I instruct Borrie Financial Group Limited to prepare my financial statements and tax return(s) for the year ended specified on page one. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information.

I understand that I am required to keep all tax records including receipts, vehicle logs and home office workings for a period of seven years. I will retain the original of all records provided to Borrie Financial Group for this period and will not require records to be returned to me.

I understand that the financial statements (if required) are to be prepared for taxation purposes (to determine my tax liabilities) only.

**Authorisation to obtain information subject to the Privacy Act**

I authorise Borrie Financial Group Limited to communicate with the IRD, ACC, appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement. This authorisation will stay in place until cancelled by either party in writing.

**The information that I have provided in this questionnaire and checklist and any other source is true and correct.**

Name:

Signature: \_\_\_\_\_

Date: