

**BUSINESS QUESTIONNAIRE 2023**

NAME: \_\_\_\_\_

PLEASE COMPLETE THIS QUESTIONNAIRE, SIGN OVER THE PAGE AND RETURN WITH YOUR RECORDS.

INFORMATION WE NEED	
<b>ACCOUNTING RECORDS</b> <ul style="list-style-type: none"> <li>• Access to cloud-based software, or,</li> <li>• Written cashbook – reconciled to bank statements, or,</li> <li>• Computerised records               <ul style="list-style-type: none"> <li>○ Backup at year-end/email file to us.</li> <li>○ Password if necessary.</li> </ul> </li> </ul>	
<b>BANK STATEMENTS</b> – That show balances as at 31 March 2023.	Please attach statements
<b>LOAN STATEMENTS</b>	Please attach statements
<b>WAGES PAID</b> <ul style="list-style-type: none"> <li>• Access to cloud-based software, or,</li> <li>• Computerised records, or,</li> <li>• Written wage book.</li> </ul>	
<b>FRINGE BENEFIT TAX (FBT) RETURNS</b>	
<b>INTEREST, DIVIDEND AND REBATE CERTIFICATES</b>	Please attach statements
<b>OVERSEAS INCOME</b>	
<b>ACCOUNTS RECEIVABLE</b> – as at 31 March 2023.	Please attach a schedule
<b>ACCOUNTS PAYABLE</b> – as at 31 March 2023.	Please attach a schedule
<b>CASH ON HAND</b> – as at 31 March 2023.	\$
<b>PETTY CASH</b> – as at 31 March 2023.	\$
<b>STOCK ON HAND</b> – as at 31 March 2023.	\$
<b>WORK IN PROGRESS</b> – as at 31 March 2023.	\$
<b>CAPITAL EXPENDITURE</b> – assets purchased / sold during the year.	Please attach invoices
<b>TRANSACTIONS NOT RUN THROUGH BUSINESS</b> Any sales or purchases that were transacted through personal bank accounts.	Please attach a schedule
<b>LEGAL DOCUMENTATION</b> Any Sale & Purchase Agreements or other legal documentation relating to the business in the 2023 financial year.	Please attach the documentation
<b>SPECIFIC INVOICES</b> <ul style="list-style-type: none"> <li>• Legal fees,</li> <li>• ACC payments,</li> <li>• Insurance premiums.</li> </ul>	Please attach invoices
<b>PRIVATE USE AND VALUE OF GOODS TAKEN AT COST</b>	\$
<b>MOTOR VEHICLES PRIVATE PERCENTAGE</b>	%
<b>HOME OFFICE COSTS</b> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Interest on mortgage</li> <li>• Electricity</li> <li>• Rates</li> <li>• Internet</li> <li>• Telephone</li> </ul>	\$ \$ \$ \$ \$ \$



**ACKNOWLEDGMENT**

**IRD Authority:** I/We give authority to HaglundChilds Limited to act on my behalf for all tax types (except child support) until further notice. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

**Third Party Authority:** I/We give authority to HaglundChilds Limited to contact the Bank and other entities for the purposes of obtaining information necessary to complete the tax returns/Financial Statements. This includes via all channels including electronic means and accept that this Statement document may be used to obtain this information.

**Accident Compensation Corporation (ACC) Authority:** I/We authorise HaglundChilds Limited to act as my/our agent for ACC levy purposes and for all associated entities. This authorisation allows HaglundChilds Limited to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow the organisations' main representative discretion to delegate access to my/our ACC information to other members of the organisation. Other delegated members of the organisation will also be able to query and change information on my/our ACC levy account(s).

I/We have signing authority and agree to the attached Terms of Engagement and above IRD, Third Party and ACC Authority. The terms recorded in this letter will be effective for this and all future engagements that are similar in nature unless we advise you of any change in our arrangements.

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**Name**

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**Date**