



Business Questionnaire 2026

For the year between 1 April 2025 to 31 March 2026

Business Name:

Signature: Date:

1. Change in nature of business	Yes	No
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Has the nature of your business activity changed during the financial year?

If yes, please provide details.

2. Record Keeping	Yes	No
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Xero (self-coding)

Xero (our firm does the coding)

MYOB

Excel spreadsheets

Coded Bank Statements (1 April 2025 to 31 March 2026)

Other..... (Please comment)

3. Is your business a farming business?	Yes	No
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If yes, please complete farm schedule.

4. Accounts Receivable – Money owing to you at balance date	Yes	No
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If yes, please provide total figure \$.....GST incl./excl

Bad Debts written off during the year \$.....GST incl/excl

5. Accounts Payable – Money owing by you at balance date	Yes	No
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If yes, please complete attached schedule 1.

6. Stock on Hand /Work in Progress	Yes	No
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Stock on hand should be counted at balance date and stock sheets prepared.

Only required if more than \$10,000 at cost.

If yes, please provide figure \$.....GST incl/excl

Work in progress at the balance date isGST incl/excl

7. Cash Transactions	Yes	No
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Have you deposited all cash income? (e.g. cash sales, bonus shares, rebates)

If no, please provide the details.

Do you have any petty cash at the balance date?

If yes, please provide the details.

8. Home office expenses	Yes	No
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Is part of your home used for home office, workshop or storage?

If yes, please provide the followings:

Total area of homem2

Area used for business purposem2

Expenses incl GST

Expense excl GST

Light & Power/ Wood \$.....

Mortgage \$.....

Pallets

Interest

Repairs & maintenance \$.....

Depreciation \$.....

Rates \$.....

Rent Paid \$.....

Insurance Building \$.....

Insurance Contents \$.....

Telephone/ Internet \$.....

9. Loan/ Hire Purchase/ Finance Lease	Yes	No
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Does the business have any loan, hire purchase or finance lease during the year?

If yes, please provide

- Loan Statements
- Hire Purchase Agreements
- Finance Lease Contracts
- Payment Schedule from your borrower

10. Are you our GST clients	Yes	No
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Do we prepare your GST returns?

If yes, please skip to Question 14.

11. Fixed Assets	Yes	No
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Did the business purchase or sell any assets during the year? If yes, please complete attached schedule 2.

You must complete the schedule of assets purchased and/or sold during the year. Please provide copies of:

- Sales and Purchase Agreements
- Hire Purchase Agreements
- Solicitors Settlement
- Valuations if it is sold to yourself (e.g. Rates Demands, Valuation Reports etc)

12. Motor Vehicles

Yes

No

Is the vehicle owned by a company?

If yes, please see question 13.

If no, please fill out below information

	Vehicle 1	Vehicle 2
Vehicle Description and Rego Number
Business use percentage
Or, total Km travelled for business use
AND Total Km travelled

Please note that a detailed and accurate log book must be completed for a 3-month period every 3 years or vehicle expense claims will be limited to a maximum of 25% expense incurred.

13. Entertainment Expenses

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

- Meals while travelling on business
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

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

14. Expenses Paid Personally

Please provide a summary of expenses paid by you personally and provide documentation where appropriate. (Do not include expenses that have been reimbursed or previously advised)

Date of Purchase	Description	Brought from	Cost (incl GST)	GST Claimed Y/N

15. Private Use

Value of goods taken for private use at their cost price. \$..... GST incl/ excl

16. Other information

Yes

No

If not prepared by us, please provide:

GST returns -All returns and work papers showing how GST was calculated

FBT Returns -All returns and paperwork showing how FBT was calculated

PAYE Returns – All payroll information

Correspondence - all other correspondence from Inland Revenue

17. Look Through Company (LTC)

Yes

No

If the company is an LTC, please provide details of any debt security in place including the name of the party or parties securing the debt, what debt has been secured and the type of security in place. We need this information to determine the extent of the LTC losses claimable under the new LTC rules.

18. Insurance Pay-out

Yes

No

Have you received any insurance pay-out from your insurer during the year?
If yes, please provide details.

19. Do you require a copy of the accounts to be forwarded to a third party?

Yes

No

If yes, please supply details.

Schedule 1 Accounts Payable

Name of creditor	Type of Expenses	Total Amount GST incl./excl.

Schedule 2 Fixed Assets**Assets purchased during the year**

Date	Description	Brought from	Cost (incl GST)	Trade-in (Incl GST)	GST claimed Y/N

Assets sold or disposed during the year

Date	Description	Brought from	Cost (incl GST)	Trade-in (Incl GST)	GST claimed Y/N