Annual Business Questionnaire

1 April 2024 to 31 March 2025

Client Name: _____

Contact Person: _____

Email: _____

Phone: _____

You can return your completed form using one of the following methods:

1. Email to tori@ilumin.co.nz

2. Mail to:
   Tori McGuckin
   C/- ilumin Limited
   PO Box 2648
   Wellington 6140

3. Courier or drop off to our office: Level 4, ilumin House, 186 Willis Street, Wellington 6011

Please remember to include all documents as email attachments **and** attach the signed Terms of Engagement from our website.

If you need help completing this questionnaire, please contact us on (04) 385 3343.

Please complete this questionnaire if you are a **company, sole trader, contractor, partnership,** or **if you earn rental income**.

ilumin Limited

Level 4, ilumin House, 186 Willis Street, Wellington 6011
P O Box 2648, Wellington 6140

Telephone: (04) 385 3343
Email: tori@ilumin.co.nz
Website: www.ilumin.co.nz

ilumin Limited

ANNUAL BUSINESS QUESTIONNAIRE

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

This is the **BUSINESS** questionnaire. If we prepare your personal tax return, then you will also need to complete an Individual Questionnaire.

	YES	NO	If Yes complete
1. Did you use an accounting software during this financial year?			NONE
- A complete computerised accounting package (Xero, MYOB, Cash Manager)			A
- Spreadsheets, a manual system or no system			A1
- ilumin processes my transactions during the year			NONE
2. Did you have cash on hand, petty cash, term deposits or an overdraft facility?			B
3. Did you have any Loans, Hire Purchase or Lease Agreements in place during the year?			C
4. Do you carry Stock or have Work in Progress?			D
5. Did you have any Accounts Payable (Creditors) at balance date?			E
6. Did you have any Accounts Receivable (Debtors) at balance date?			F
7. Have you purchased or disposed of any Fixed Assets during the year?			G
8. Do you employ staff?			H
9. Do you provide benefits to your employees (e.g. motor vehicles, subsidised goods, medical insurance, gym membership etc.)?			I
10. Are you registered for GST?			J
11. Did the Business receive any Interest or Dividends during the year, or have investments in Managed Portfolio Schemes or Portfolio Investment Entities?			K

	YES	NO	If Yes complete
12. Did you own any overseas investments and/or have foreign bank accounts?			L
13. Did you buy or sell Cryptocurrency?			M
14. Do you want to claim a Home Office Allowance?			N
15. Did you incur any motor vehicle expenses in your business?			O
16. Did you incur any entertainment expenses?			P
17. Did you own rental properties during the year, including Airbnb, Bookabach, holiday house etc.?			Q
18. Has the nature of your business changed during the year?			R
19. Is the business a company?			S
20. General questions – please complete.			T
21. Do you have any other information you would like to make us aware of?			U
22. Other services – please complete.			V
23. If we prepare your personal tax return, please complete the Individual Questionnaire.			NONE

A Computerised Accounting Systems

Are you using Xero? **Yes**☐ **No**☐

Please provide a bank statement at year end for each bank account	**Attached**

Systems other than Xero:	**Software**	**Version**
What software are you using?		

Please provide the following records:	**Attached**	**N/A**
- A backup for your financial year (if available)		

- Username to access your accounting software: _____
- Password to access your accounting software: _____
- Copies of the following reports printed from your system:

	Attached
- Annual detailed General Ledger	
- Trial Balance as at Balance Date	
- Bank Reconciliations as at Balance Date	
- Bank Statements to confirm the year end closing balance	

A1 Spreadsheets, Manual Cashbook or No System

Please provide the following records:	**Attached**	**N/A**
- Your cashbook (if one is kept) / spreadsheets (if applicable)		
- Bank reconciliation as at balance date (if completed)		
- Bank Statements for the full year		

If no cashbook has been kept, please ensure the following:

- Any direct debits or EFTPOS transactions are detailed on bank statements
- The source of all deposits not detailed in the deposit books are clearly detailed on the bank statements

B Overdraft, Cash, Petty Cash and/or Term Deposits

	Attached	**N/A**
Cash received during the year not banked – provide a list of any income received that was not banked and details of what it was used for e.g. payment of business accounts, personal expenditure, banked into another account.		
Petty cash – please provide a summary and analysis of transactions for the year.		
If the business had term deposits during the year, please attach all term deposit statements.		

Cash on hand and any till floats – please provide amount received but not banked at balance date.	$

Is there an overdraft facility? **Yes**☐ **No**☐

Details of the assets the overdraft is secured over:

C Loans, Hire Purchase and Lease Agreements

Please provide the following records:	Attached	N/A
- Copies of any agreements that have been entered into during the financial year		
- Details of any agreements repaid or refinanced during the year		
- Loan account statements for the **full year**		

D Inventory or Work in Progress

Please provide the following records:

Stock on Hand (GST excluded) at balance date was:	$

If your business turnover is less than $1.3 million for the income year and you can reasonably estimate your closing stock for the year is less than $10,000 then you are not required to have a stock take (but you may choose to).

The GST exclusive value of Work in Progress at balance date was:	$

(The value of materials and labour at cost price).

E Accounts Payable (Creditors)

If your accounting software does not include accounts payable at year end, please provide the following records:	Attached	N/A
A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense and amount owing for each creditor.		

F Accounts Receivable (Debtors)

If your accounting software does not include accounts receivable at year end, please provide the following records:	Attached	N/A
A detailed list of all amounts owing at balance date (GST inclusive) including name and amount owing for each debtor.		

The total of all Accounts Receivable as at balance date was:	$
The total of all Bad Debts written off during the year:	$

G Assets

Please provide the following details:

Copies of invoices (including full details of the GST inclusive cost), date of acquisition and details of any trade-in.

Date	Description	Amount
		$
		$
		$
		$
		$
		$

For **disposals** during the year please provide details of any sales, noting dates, amounts and where the proceeds were banked:

Date	Description	Amount
		$
		$
		$
		$
		$
		$

For any assets that were **scrapped** during the year please review last year's property, plant and equipment schedule and note any items which have been scrapped, or are no longer used:

Date	Description	Amount
		$
		$
		$
		$
		$
		$

Did you purchase or sell any property during the year? **Yes**☐ **No**☐

If **yes**, please provide:

	Attached	N/A
- Agreement for sale and purchase		
- Solicitor settlement statements (including copy of legal fee invoice)		
- Valuation (if done)		
- Details of any borrowings (including copy of the loan document if possible) or loans repaid (from sale proceeds)		

Has the business sold any residential property during the year (not otherwise detailed on the information provided)? **Yes**☐ **No**☐

If **yes**, when was the property purchased?

If it was purchased within 10 years of the sale date:

- What was the original purchase price?	$
- What was the sale price?	$

Please also provide:

	Attached	N/A
- A copy of the sale and purchase agreement for the sale.		

H Do you employ staff?

Please provide details of:

	Attached	N/A
- Salaries paid to related parties (spouse, partner, children, other family members etc.) where we do not act on their behalf		

If your accrued holiday pay or bonuses is accounted for in your financial statements, please provide:

- Holiday pay/bonuses owing at year end:	$
- Holiday pay/bonuses paid out within 63 days of balance date:	$

I Benefits to Employees

If you are registered for FBT please provide the following records:

	Attached	N/A
- A copy of any workings supporting the figures on your FBT returns		

Note: If ilumin has prepared FBT returns on your behalf, please ignore this section.
If you provide other benefits and do not pay FBT, please list these and we will contact you to discuss:

J GST

Please provide the following:	Attached	N/A
- A copy of all workings supporting the figures on your GST returns (unless this has been prepared from your accounting software)		

Note: *If ilumin has prepared GST returns on your behalf, please ignore this section.*

K Interest and Dividends, Managed Portfolio Schemes

For income earned outside of the managed portfolio scheme please provide:	Attached	N/A
- Resident Withholding Certificates (Please note that banks will only issue certificates for interest received over $50. However, you are required to account for all your interest income and therefore you should request certificates from your bank, irrespective of how much interest you earned)		
- Dividend statements (The payment date is the relevant date to determine whether the dividend statement should be included in the financial period)		

Do you have a Managed portfolio scheme?	Yes☐	No☐
	Attached	**N/A**
If **yes**, please provide the portfolio year-end tax reports. Please provide the portfolio quarterly reports and valuation reports for the full year.		

L Foreign Income or Expenses

Do you have any foreign bank accounts, credit cards, loans etc.?	Yes☐	No☐
If **yes**, please provide:	**Attached**	**N/A**
- Bank statements for the full year		

Where overseas investments are not held within a managed portfolio please provide the following:	Attached	N/A
Details and numbers of shares/units owned at the beginning of the year financial year, the market value at that date, shares/units purchased and sold during the twelve-month period, details and number of shares/units owned at the end of the financial year and their market value at year end (if applicable).		

M Cryptocurrency

Did you buy or sell cryptocurrency during the year?	Yes☐	No☐
	Attached	**N/A**
If yes, please provide the following: Details of all purchase transactions during the year		
Details of all sales transactions during the year		

Did you receive any cryptocurrency as payment for a business transaction?		
If yes, please advise the amounts received and dates of transactions		

N Home Office Allowance

Address of the Property: _____

The total area of the house is:	m^2
The total floor area used for business purposes is:	m^2

The annual total of the following expenses is required to complete the calculations:

(If these are paid through a business bank account, ignore the section below).

Rent (if property not owned)	$
Insurance	$
Repairs and Maintenance	$
Electricity and Gas	$
Rates and Water Rates	$
Interest (on Mortgage)	$
Body Corporate Fees	$
Land Line Rental	$
Internet	$

Are these paid via a business bank account? **Yes**☐ **No**☐

O Motor Vehicle Expenses

Please provide the following details:

Vehicle 1 description:	
Odometer reading at year end	kms
Business	kms
Total	kms
Percentage business	%
Vehicle 2 description:	
Odometer reading at year end	kms
Business	kms
Total	kms
Percentage business	%

Indicate which vehicles you are currently paying Fringe Benefit Tax for:

The business use of a vehicle must be verifiable by a log book.
*A log book must be kept for a period of 90 consecutive days every **three years** unless you are paying FBT or the vehicle is classified as exempt from FBT.*
If you would like us to calculate the business use percentage from your log book, please enclose it with your records.

P Entertainment Expenses

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

- Meals while travelling on business (unless with a business contact or guest)
- Meals provided at a conference of at least four hours duration not including meal breaks
- Meal allowances paid to staff working overtime
- Incidental entertainment at functions open to the public and with trade displays
- Meals whilst on an overseas business trip
- Entertainment for charitable purposes

	Attached	N/A
If any of these exceptions apply to your entertainment expenditure, please provide details.		

Q Residential or Commercial Property Rental Business

If you do not use any accounting software, please provide the following details:	Attached	N/A
- Rental income		
- Details of Expenses incurred including insurance, rates, repairs etc.		

If the rental income and expenses have been recorded in your accounting software, please provide the following:		
- Property manager's statements (if not already provided during the year)		

You have a mixed-use asset if, during the tax year, it is used for both private use and income-earning use, and it's also unused for 62 days or more e.g. Airbnb, Bookabach, etc.

The rules apply to any property, regardless of cost price of market value e.g. a holiday home.

Please note "private use" of an asset is by you, your family or associated people. It also includes when the asset is used by a non-associated person who pays you less than 80% of market rate.

If you have any of the above, please provide:	Attached	N/A
- Details of income earning days		
- Days it was used privately		
- Days it was unused		
- Income from income earning days and "private" days		
- Expenses relating to the asset for the year e.g. rates, power, insurance, fuel etc		

R **Has the nature of your business changed during the year?**

Please note the change in the nature of your business:

S **Is the business a company?**

Were there any contingent liabilities at year end? **Yes**☐ **No**☐

If **yes**, please provide details of the estimated liability:

Were there any significant events after the balance date? **Yes**☐ **No**☐

If **yes**, please provide details:

Have there been any changes in shareholding / directors (including their personal addresses)? **Yes**☐ **No**☐

If **yes**, please provide details:

T General (please complete)

Please supply the following information:

	Attached	N/A
- Details of the nature and value of any business goods taken for personal use during the financial year.		
- Details of any deposits received from customers/client for goods not supplied at balance date.		
- Details of any business expenses paid via credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified.		
- Details of any business expenses paid from private funds which have not been reimbursed by the business.		

Please provide your bank account details for income tax refunds:

Bank account name: _____

Bank account number: _____

U Any Other Information

Please add anything else you would like to make us aware of:

V **Can we assist you with, or would you like to discuss:**

	Yes☐	No☐
Meeting us more regularly to improve your business performance?		
Setting targets for improved profitability by preparing a budget and controlling the cash flow difficulties by preparing a cash flow forecast?		
Identifying your future direction with a strategic plan and a business plan?		
KPI reporting/benchmarking (annual or quarterly)?		
Preparation of periodic financial reports (e.g. monthly or quarterly) to assist in the management of your business?		
Ensuring the continuation of your business by developing a succession plan?		
Removing the regular hassle of preparing your GST or other returns (if we are not currently providing assistance) so that you can focus on your business?		
Lowering your overhead cost by having your financial administration (payment of accounts, receipts, banking, etc) handled by us?		
Improving productivity through review or recommendations for computerised cashbook, accounting or payroll packages?		
Whether you are achieving the most cost effective and efficient Business Insurance cover?		
Ensuring you have adequate financial cover in the case of accident and/or illness?		
Business acquisition/sale and due diligence to assist you in achieving the right outcome?		
Company formations and/or statutory maintenance of records?		
The possible benefits of the establishment of a Trust?		
Do you have any upcoming goals, plans or challenges that you would like to discuss?		
Please provide details below and we will contact you to discuss further?		

Thank you.

Your time and effort in completing this form is much appreciated by the team at ilumin.