

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

# 2025/2026 QUESTIONNAIRE

## BUSINESS QUESTIONNAIRE

For use in conjunction with a Xero organisation

**BALANCE DATE: 31 MARCH 2026**

**MTM ACCOUNTING LIMITED**

**PHONE: 974-4460**

**EMAIL: [checklists@mtmaccounting.co.nz](mailto:checklists@mtmaccounting.co.nz)**

Contact Phone No: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Email \_\_\_\_\_

Please tick

1.	When do you require your accounts to be completed? (We generally need 3-4 weeks to complete a set of financial statements)	___ / ___ / ___
	Do you require a printed copy or is an electronic copy sufficient?	Require a printed Copy <input type="checkbox"/>
2.	If printed copy is required, would you like us to supply you with a second copy of your financial statements for your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

### Records Required

3.	Confirmation that the bank feed transactions have been reconciled. <b>and</b> Invitation to ledger if not already included.	
4.	<b>Bank statements</b> copy of the bank statement(s) showing the balance as at 31 March 2026 for our workpapers.	
5.	<b>GST returns:</b> Workings supporting the returns or reconciliation to your cashbook if not all prepared through Xero.	
6.	<b>Copies of Payday wage schedules</b> sent to Inland Revenue or approval to link to PAYE tax type with Inland Revenue. Explanations for any variance of PAYE wages paid and wages filed with IRD in monthly wage schedules	

### Other Information as Required:

7.	<p><b>Cash on Hand as at 31 March 2026:</b></p> <p>Cash on Hand                      \$ _____                      Date banked: ___ / ___ / ___</p> <p>Petty Cash                            \$ _____</p> <p>Till Floats/Cash Floats            \$ _____</p> <p>(Cash on Hand includes cash sales prior to balance date but not banked until after balance date.)</p>	
8.	<p><b>Accounts Owing to Me (Accounts Receivable) as at 31 March 2026:</b> \$ _____</p> <p>Includes/excludes GST (delete one)</p> <p><i>Unless managed through Xero</i></p> <p>All accounts owing to me are scheduled on an attached list.</p>	



**General Information (continued)**

14.	<p><b>Motor Vehicle Expenses: (May not apply to a company)</b>                  The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:</p> <p><b>Vehicle</b>                  Business _____ Km                  Total _____ Km                  Business _____ %</p> <p><b>Vehicle</b>                  Business _____ Km                  Total _____ Km                  Business _____ %</p>	<p><b>(a) Home Office Expenses:</b>                  (Please enter details of amounts paid between 01/04/2025 &amp; 31/03/2026)                  \$ _____</p> <p>- Interest on mortgage _____                  - Insurance _____                  - Phone _____                  - Power _____                  - Rates _____                  -Rent _____                  - Repairs &amp; maintenance _____                  Other (specify) _____</p> <p>- Business area _____ M                  - Total house area _____ M</p>
15.	Solicitor's statements relating to any legal transactions during the year are attached. Also included are statements & agreements relating to any mortgages, hire purchases, leases or loans.	
16.	<p><b>Changes to records</b> – eg. change of directors, shareholders, solicitors, change to registered office, address for service or physical address of business. Change in trusteeship, business structure or ownership. Formation of new entities or relationships, dissolution of any entities or relationships</p>	
17.	<p><b>Additional details that may be relevant</b> – eg. change of nature of business.</p>	
18.	<p><b>CAANZ Practice Review</b> – It is possible that your files may be selected for review, at random, by a member of the Practice Review Committee of the Institute of Chartered Accountants Australia and New Zealand. If you are not agreeable to this, please advise us.</p>	

To: MTM Accounting Limited

We hereby instruct you to prepare the financial statements and taxation returns for the year/period ending 31/03/2026. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with Inland Revenue and all other government agencies, our bankers, solicitors and finance companies to obtain such information as you require in order to carry out the above assignments. All income tax returns will be signed by us, but you are authorized to sign and file any other taxation returns on our behalf.

We acknowledge that you will charge for your work based on time engaged and that invoices issued by you are payable by the 20<sup>th</sup> of the month following the date of the invoice unless a special arrangement has been made in writing. We agree that any working papers/schedules prepared by you remain your property, but that you will provide copies of anything relevant after all invoices have been paid. We agree to accept liability for your charges arising from those services we have asked you to undertake. Although your invoice may not be addressed to me, we accept liability for your charges for this work.

Client Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_