



## **Toning Business Performance**

### **March 2023 (2023 Tax Year) General ACQ Questionnaire for Siggie Electrical Limited**

Declaration Signed By: Scott Sigglekow  
Declaration Signed On: 08/06/2023  
IP Address: 151.210.170.242

**General ACQ Questionnaire Answers for Siggie Electrical Limited March 2023 (2023 Tax Year)**

<b>Business</b>		
<b>Trading Information</b>	<b>Yes</b>	<b>No</b>
Has this entity operated a business in the financial year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you use Xero?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Documents</b>		
1. download_1686191469801.XLS (size: 20.5 KB)		
Do you have any accounts receivable (money owed to you) at the end of the financial year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you use the Xero Accounts Receivable (Invoicing)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have any accounts payable (money owed by you) at the end of the financial year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you use the Xero Accounts Payable (Bills to pay)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the business have any credit cards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you have any loans, hire purchases that you are paying off or have paid off?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you have any stock at the end of the financial year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value of Stock on Hand (excl GST) \$ : 5000		
Did you have any work in progress (WIP) at the end of the financial year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value of WIP (excl GST) \$ : 26000		
Did the business receive any deposits for work which was not completed at the end of the financial year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the business have any cash on hand at the end of the financial year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was all business income banked into the business bank account(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the business purchase or sell any land or buildings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the business buy or sell any NZ investments? (e.g shares, bonds, debentures)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the business have any overseas income or expenses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the business buy or sell any overseas investments? (e.g shares, bonds, debentures)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the business buy/sell or trade in any cryptocurrency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you pay any business expenses from your personal accounts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you used / taken any business goods for personal use that has not been invoiced to you or paid by you?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the business use an office at home?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has this entity got rental properties (Residential and/or Commercial)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Home Office Questionnaire</b>		

**In order to claim for an office at home, the area needs to be a designated office area (not the kitchen table!)**

<b>Designated Home Office</b>	<b>Yes</b>	<b>No</b>
Do you have a home office space that you would like to claim for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Expenses already been recorded?</b>	<b>Yes</b>	<b>No</b>
Have any of Home Office expenses already been claimed during the year? If yes, please provide details of the expenses already claimed (i.e expense type and amount claimed).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments:		
<b>(Only complete for ONE entity)</b>		
Rent (if property not owned) \$ : 0		
Comments:		
Interest (on home mortgage only) \$ : 22000		
Comments:		
Insurance (House only) \$ : 5000		
Comments:		
Power \$ : 4500		
Comments:		
Office Repairs and Maintenance \$ :		
Comments:		
Rates \$ : 3500		
Comments:		
Phone & Internet Expenses (only home landline & internet) \$ : 1200		
Comments:		
Other Home Office Expenses - please specify \$ :		
Comments:		
The total floor area of the house is (m2) : 307		
Comments:		
The total floor area used for Home Office purposes is (m2) : 70		
Comments:		

### Declaration

As an indication, we expect the fee to complete the annual work to be approximately 1600.00.

Declaration Signed By :	Scott Sigglekow
Declaration Signed On :	08/06/2023
IP Address :	151.210.170.242

Siggie Electrical Limited Declaration:

- (a) I confirm that I have provided BizFitness with all the relevant information for the preparation of the Financial Statements and tax returns for Siggie Electrical Limited. I hereby instruct BizFitness to prepare any tax returns and Financial Statements on a special purpose-reporting basis to comply with the requirements of the Income Tax Act. I understand that the Financial Statements should not be relied on for any other purpose and as a result may not comply with Generally Accepted Accounting Principles.
- (b) I accept responsibility for the accuracy and completeness of the information supplied above. BizFitness are not to complete an audit, nor do I wish BizFitness to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore BizFitness are unable to provide any assurance of the Financial Statements and tax returns. I understand the work cannot be relied on to detect error and fraud and that BizFitness accept no liability for any losses, claims, and demands by any third party.
- (c) I also accept responsibility for all other records and information supplied to BizFitness other than those listed below. I accept accountability for any failure by to supply all relevant records and information to BizFitness for the preparation of the Financial Statements. I understand that the onus for tax liability ultimately rests with me and that I should be accountable for meeting my tax liabilities.
- (d) I authorise BizFitness, in the course of preparing the financial statements and tax returns, to engage contractors and their staff and allow them to access any information that BizFitness holds.
- (e) I authorise BizFitness to contact banks and/or relevant parties to obtain missing information. Naturally, I will reimburse BizFitness for any incidental cost in doing so.
- (f) I authorise BizFitness to act as my agent for ACC levy purposes for all associated entities. This authorisation allows BizFitness to query and change information on my ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow BizFitness, at their discretion, to delegate access to my ACC information to other staff at BizFitness. Other delegated members of BizFitness will also be able to query and change information on my ACC levy account.
- (g) I agree to inform BizFitness immediately if I receive a refund from the IRD that is unexpected or different to what BizFitness have indicated so that BizFitness can identify the reasons and any actions that might be required. I acknowledge that any failure or delay in communicating to BizFitness any such errors or variances could result in increased tax, interest and penalties owed to the IRD even if the IRD made the original error.
- (h) I acknowledge BizFitness's invoices are payable by the due date on the invoice, unless prior arrangements have been agreed upon beforehand. I understand interest may be charged on overdue accounts.
- (i) I acknowledge that I sign in both a personal capacity and I have authority to complete and sign on behalf of the Entity.

I confirm that I have read and agree with the declarations made above.

Signed: Scott Siggiekw

Date: 08/06/2023

IP Address: 151.210.170.242

