2026 Annual questionnaire

Client [ ]　　**Date** [ ]

Please confirm your contact details:

Mobile [ ]　　**Work Ph** [ ]

Email [ ]

Address [ ]

1. Records being provided (tick all applicable)

- [ ] **Bank statements**
- [ ] **CSVs- if no bank feeds in Xero**
- [ ] **Credit card statements (if applicable)** (including Bartercard)
- [ ] **Cashbook - manual**
- [ ] **Computer cashbook - supply data/password**
- [ ] **Dairy company statements**
- [ ] **Stock firm statements**
- [ ] **Wage records**

- [ ] **Term deposit details**
- [ ] **Term loan summaries**
- [ ] **Supplier invoices** (including insurance & ACC levies)
- [ ] **Sales invoices** (including livestock & wool)
- [ ] **Dividend & interest certificates**
- [ ] **Portfolio/Sharesises Statements**
- [ ] **Income protection insurance**
- [ ] **Donation receipts**

Include bank statements for the month following balance date
(a March balance date will include April statements).

2. Cash on hand:

$ [ ]　　**Last banking date** [ ]

Till float $ [ ]　　$ [ ]

3. Accounts Payable
(blue form attached)

$ _____

4. Accounts Receivable
(pink Form Attached)

$ _____

5. Stock on hand at cost excl. GST
(supply stock sheets if available)

$ _____

6. Work in progress
(basis of valuation)

$ _____

7. Complete livestock schedule
(green form attached)

8. GST & FBT returns
(please provide copies of returns & workings)

9. Do you have a home office?

☐ Yes   ☐ No

If yes, what area (sq metres) is used? _____

What is the total square metres of the dwelling? _____

Provide details of your home expenses for the year:

Interest paid on home mortgage
$ _____

Rent
$ _____

Rates
$ _____

Insurance (House & Contents)
$ _____

Power & Gas
$ _____

Repairs & maintenance (Office only)
$ _____

10. Bankings other than sales/debtors should be clearly identified on bank statements as either:

Tax refunds	Sales of assets	Rent
Loan monies	Commission	Interest
Dividends	Personal funds	Other

11. Has any money been borrowed during the year?

☐ Yes   ☐ No

If yes, provide details:

Loan statements	$
Hire purchase agreements	$
Family loans (interest paid)	$

12. Cash transactions (supply details of any transactions not paid out of business accounts)

Description

	$
	$
	$
	$

13. Livestock, goods or materials taken for own use (detail at cost)

$

14. Were all takings banked into business bank account? If not supply details

Description

	$
	$
	$
	$

15. Business use of motor vehicles

Log book kept ☐ **Yes** ☐ **No**

Vehicle	Business % or Kms	Private % or Kms

Log Books need to be kept every 3 years for 3 months

16. Fixed assets

Purchases

Asset description	Invoice date	New or second hand	GST Incl cost	Where purchased

Sales or trade-ins

Asset description	Date	New or second hand	Sale price GST Incl	Where deposited

17. Were land and buildings purchased or sold?

If yes, please provide:

☐ **Sale & Purchase Agreement**

☐ **Solicitors Settlement Statement**

18. Family assistance

Provide details of your children

Name	Date of Birth	IRD Number	Left school (Yes/No)

Change in marital situation ☐ Yes ☐ No

If yes, please detail current situation: As of (date)