## ROBERTSON CHARTERED BIXLEY ACCOUNTANTS

Empowering freedom, clarity and purpose in business

## **2023 ANNUAL QUESTIONNAIRE**

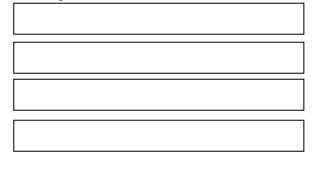
CLIENT:		DATE:		
PLEASE CONFIRM CONTACT DETAILS:				
TELEPHONE NO. HOME:	WORK:			
MOBILE:				
EMAIL ADDRESS:				
ADDRESS:				
1. Records to be provided: (tick)				
CSV's / Bank Statements		Term Deposit Details		
Cheque Butts & Deposit Books		Term Loan Summaries		
Credit Card Statements (if applicable) (including Bartercard)		Supplier Invoices (including Insurance & ACC Levies)		
Cashbook - Manual		Sales Invoices (including Livestock & Wool)		
Computer Cashbook – supply data/password		Dividend & Interest Certificates		
Dairy Company Statements		Income Protection Insurance		
Stock Firm Statements		Donation Receipts		
Wage Records				
Include Bank Statements for the month following Balance Date. e.g. March balance date include April statements.				

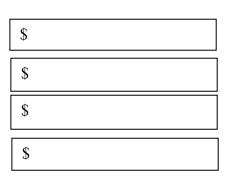
2. Cash on Hand	\$ Last Banking – Date	
Till Float	\$ \$	

3. Accounts Payable (Form Attached)	\$		
4. Accounts Receivable (Form Attached)	\$		
<ol> <li>Stock on Hand at cost (excluding GST) Supply Stock Sheets if available</li> </ol>	\$		
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. Cash Transactions       Supply details of a			

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

Description





11. Bankings other than Sales/Debtors should be clearly identified on Bank Statements: -					
e.g.Tax Refunds Sales of Assets Loan Monies Commission Dividends Personal Funds			Rent Interest Other		
- Hire	rrowed during the year? n Statements e Purchase Agreements nily Loans (interest paid)	YES	NO		
13. Livestock, Goods or Ma	terials taken for own use – de	etail ( <b>at cost</b> ) \$			
<ul> <li>14. Home Office Expenses? Do you have a home office?</li> <li>If so, what area (sq. metres) is used? sq m</li> <li>What is the total square metres of dwelling? sq m</li> <li>Provide details of house expenses for year</li> </ul>					
Interest paid on home mortgage					
Rent			\$		
Rates			\$		
Insurance (House & Contents)			\$		
Power & Gas		\$	\$		
Repairs & Maintenance (Office only)					
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	
Sa	les or Trade-ins					
	Asset Description	Date	Sale Price GST Incl	Whe	re Deposited	
17.	If Land & Buildings w	ere Purchased	or Sold please supply fol	lowing		
	Sale & Purchase Agreement Solicitors Settlement Statement					
18.	18. Family Assistance					
Details of Children (Please indicate if child has left school)						
	Name		Date of Birth		IRD No	
	Change in Marital Situa	ation	YES NO			

Detail

Date