

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 | <input type="checkbox"/> | Term Deposit Details | <input type="checkbox"/> |
| Cheque Butts & Deposit Books | <input type="checkbox"/> | Term Loan Summaries | <input type="checkbox"/> |
| Credit Card Statements (if applicable)
(including Bartercard) | <input type="checkbox"/> | Supplier Invoices
(including Insurance & ACC Levies) | <input type="checkbox"/> |
| Cashbook - Manual | <input type="checkbox"/> | Sales Invoices
(including Livestock & Wool) | <input type="checkbox"/> |
| Computer Cashbook – supply data/password | <input type="checkbox"/> | Dividend & Interest Certificates | <input type="checkbox"/> |
| Dairy Company Statements | <input type="checkbox"/> | Income Protection Insurance | <input type="checkbox"/> |
| Stock Firm Statements | <input type="checkbox"/> | Donation Receipts | <input type="checkbox"/> |
| Wage Records | <input type="checkbox"/> | | |

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)	\$
--	----

5. Stock on Hand at cost (excluding 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. Cash Transactions	Supply details of any transactions not paid out of business accounts
Description	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

10. Were all takings banked into business bank account? If not supply details	
Description	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

11. Bankings other than Sales/Debtors should be clearly identified on Bank Statements: -

e.g. Tax Refunds
Loan Monies
Dividends

Sales of Assets
Commission
Personal Funds

Rent
Interest
Other

12. Has any money been borrowed during the year? **YES** **NO**

Provide details - Loan Statements
- Hire Purchase Agreements
- Family Loans (interest paid)

13. Livestock, Goods or Materials taken for own use – detail (at cost) \$

14. Home Office Expenses? Do you have a home office?

If so, what area (sq. metres) is used? sq m

What is the total square metres of dwelling? sq m

Provide details of house expenses for year

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

Sales or Trade-ins

Asset Description	Date	Sale Price GST Incl	Where Deposited

17. If Land & Buildings were Purchased or Sold please supply following

Sale & Purchase Agreement
Solicitors Settlement Statement

18. Family Assistance

Details of Children (Please indicate if child has left school)

Name	Date of Birth	IRD No

Change in Marital Situation **YES** **NO**

Detail	Date