

# ROBERTSON + BIXLEY CHARTERED ACCOUNTANTS

EMPOWERING FREEDOM, CLARITY AND PURPOSE IN BUSINESS

## 2024 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)<br>(including Bartercard) | <input type="checkbox"/> | Supplier Invoices<br>(including Insurance & ACC Levies) | <input type="checkbox"/> |
| Cashbook - Manual  | <input type="checkbox"/> | Sales Invoices<br>(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)	\$
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4. Accounts Receivable (Form Attached)	\$
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5. Stock on Hand at cost (excluding GST) Supply Stock Sheets if available	\$
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6. Work in Progress Basis of Valuation	\$
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7. Complete Livestock Schedule (Green Form Attached)
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8. GST & FBT Returns	Please provide copies of returns & workings
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9. Cash Transactions	Supply details of any transactions not paid out of business accounts
Description	
	\$
	\$
	\$
	\$

10. Were all takings banked into a 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

16. Fixed Assets

Purchases

Asset Description Where Purchased	Invoice Date	New or Second Hand	GST Inc Cost
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Sales or Trade-ins

Asset Description	Date	Sale Price GST Incl	Where Deposited
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Detail	Date
<input type="text"/>	<input type="text"/>

I confirm I have read Robertson Bixley's updated Terms of Engagement by visiting <https://www.robbix.co.nz/terms-of-engagement/>

Signed: \_\_\_\_\_