

2024 Annual questionnaire

Client

Date

Please confirm your contact details:

Mobile

Work Ph

Email

Address

1. Records being provided (tick all applicable)

- | | |
|---|--|
| <input type="checkbox"/> CSVs / 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 | |

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

Description

	\$
	\$
	\$
	\$

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 as either:

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

12. Has any money been borrowed during the year?

Yes No

If yes, provide details: Loan statements

\$

Hire purchase agreements

\$

Family loans (interest paid)

\$

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

\$

14. 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)

\$

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"/>
<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	Invoice date	New or second hand	GST Incl cost	Where purchased
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sales or trade-ins

Asset description	Date	New or second hand	Sale price GST Incl	Where deposited
<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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)
