

# ROBERTSON BIXLEY LTD

## 2020 ANNUAL QUESTIONNAIRE

CLIENT: ..... DATE: .....

PLEASE CONFIRM CONTACT DETAILS:

TELEPHONE NO. HOME: ..... WORK: .....

MOBILE: .....

EMAIL ADDRESS: .....

ADDRESS: .....

**1. Records to be provided: (tick)**

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 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 (Blue Form Attached) \$ .....

4. Accounts Receivable (Pink 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

.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

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

Description

.....	\$ .....
.....	\$.....
.....	\$.....
.....	\$.....



16. Fixed Assets

Purchases

Asset Description	Invoice Date	New or Second Hand	GST Incl Cost	Where Purchased
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Sales or Trade-ins

Asset Description	Date	Sale Price	GST Incl	Where Deposited
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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
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Change in Marital Situation	<b>YES</b>	<b>NO</b>
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Detail	Date
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