

# ROBERTSON BIXLEY LTD 2021 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 (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	
.....	\$ .....
.....	\$.....
.....	\$.....
.....	\$.....

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

e.g. 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**  
 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	<b>YES</b>	<b>NO</b>	
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
.....	.....