

ROBERTSON BIXLEY LTD

2019 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)
(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 (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	YES	NO	
Vehicle		Business % or Kms	Private % or Kms
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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
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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	YES	NO
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Detail	Date
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