

## 2025 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)<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   |  |

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)

---