

Ensure this questionnaire is completed and included with your records

Balance Date \_\_\_ / \_\_\_ / 2024

Name \_\_\_\_\_  
 (please print)

Client Phone:	
Client Cellphone:	
Client Email:	
<b>Do we have your current details?</b>	

**Has the nature of your business changed in any way during the past 12 months?**  
 If yes, please provide brief details:

Information Required	✓	Comment
<b>1 Income Not Through the Business Bank Account (must be completed)</b>		
<ul style="list-style-type: none"> <li>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If No, please provide details of amounts not banked and when they were lodged.</li> <li>Any proceeds received in cash but not paid into your bank account? <input type="checkbox"/></li> </ul>		\$ _____ \$ _____
<b>2 Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.	<input type="checkbox"/>	
<b>3 Bank Statements, Cash books, etc</b>		
Where you use a <b>software package</b> , please provide: <ul style="list-style-type: none"> <li>Backup disk as at the end of financial year or email files to us. (Not required if on Xero.) <input type="checkbox"/></li> <li>Final Bank Statement for year for all bank accounts, including loans, plus bank statements for one month after balance date. <input type="checkbox"/></li> <li>If you don't use a Software Package please provide all records. <input type="checkbox"/></li> </ul>		
<b>4 Home Office</b>		
Do you have a separate room at home which is used primarily as a business office? If so, please provide area of office and total area of home.	<input type="checkbox"/>	
<b>5 Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>6 Accounts Receivable (Debtors) (GST Inclusive)</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____
<b>7 Accounts Payable (Creditors) (GST inclusive)</b>		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Holiday pay or bonuses paid within 63 days of your balance date may be included.	<input type="checkbox"/>	Total at Balance Date: \$ _____
<b>8 Cash on Hand</b>		
Please provide detail of Cash on Hand and any Petty Cash/Till Float		\$ _____
<b>9 Stock on Hand / WIP (GST Exclusive) (Not required if under \$10,000)</b>		
<b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. <input type="checkbox"/>		Valued at lower of: <ul style="list-style-type: none"> <li>cost <input type="checkbox"/></li> <li>net realisable value <input type="checkbox"/></li> <li>market value <input type="checkbox"/></li> </ul> \$ _____ \$ _____
<b>Work in Progress</b> Include material costs, labour costs and overhead costs.		

**10 Capital Expenditure**

Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties.

Please review last year's Asset and Depreciation Schedule and indicate any assets that no longer exist.

**11 Legal and Loan Documents**

Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year, especially relating to land.

**12 Private Use (GST Inclusive)**

Value of goods taken for private use at their **cost** price.

\$ \_\_\_\_\_

**13 Motor Vehicles (Sole Trader and Partnerships Only)**

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

**Vehicle Description:** \_\_\_\_\_

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km

Business \_\_\_\_\_ km

Total \_\_\_\_\_ km

Total \_\_\_\_\_ km

Percentage basis \_\_\_\_\_ %

Percentage Basis \_\_\_\_\_ %

- Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

*In case you are due a tax refund, please advise details of which bank account, you wish any refund to be direct credited.*

Bank Account No:

\_\_\_\_\_