



Natrass Gibb & Associates
Chartered Accountants

2021 Business Questionnaire and Information Declaration

Client Name _____

Physical Address _____

Postal Address _____

Phone Number _____ Mobile _____

Email _____

Please answer all questions on the following pages relating to the period **01.04.2020 to 31.03.2021**.

It is important that the information you provide is accurate and complete. Please do not hesitate to contact the office if you are unsure of any information.

- Cheque Butts & Deposit Books** for the full year plus one month after Balance date (if GST not processed by us)
- Bank Statements** for the full year plus one month after Balance Date (if GST not processed by us)
- Invoices & Receipts Files** for the full year plus one month after Balance Date (if GST not processed by us)
- Cash Books** Include Bank Reconciliation
- GST Returns** include all returns & work papers for the year unless completed by us
- FBT Returns** include all returns & work papers for the year unless completed by us
- Dividend Certificates**
- Log Book** A log book must be maintained for every vehicle used partly for business unless you are subject to FBT. A new log book must be maintained every 3 years for a 3 month period. If you have completed a new log book this year, please provide this.

Date log book last completed _____

- Mileage Records** Provide your mileage log book if motor vehicle expenses are not determined on a percentage basis
- Mortgage & Loan Documents** Details of payments during the year and the outstanding balance at Year-End. Please also provide details of any new loans
- Credit Card Statements** with details if used for Business Purposes
- Insurance Premium Notices** confirming Premiums for Insurance on Buildings, Plant & Machinery, Vehicles.
- Lease and Hire Purchase Agreements** Please attach copies of Hire Purchase & Lease Agreements entered into this year
- Solicitors Statements** for any business related transactions

Assets Purchases & Sales

Did you buy or Sell any Assets during this Financial Year – please refer to last year’s Fixed Asset schedule
Purchases – only required where they are not clearly noted as a fixed asset in your other records

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Investments

Please provide details of any Shares or Term Deposits bought or sold – please refer to the Investments noted in last year’s Accounts

<u>Company Name</u>	<u>No of Shares</u>
_____	_____
_____	_____
_____	_____
_____	_____

<u>Bank / Finance Company</u>	<u>Deposit Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Business Use of Home

Please advise the following details for the current year

Mortgage Interest paid	\$ _____
House & Contents Insurance	\$ _____
Telephone Rental	\$ _____
Electricity / Gas	\$ _____
Rates	\$ _____
Repairs & Maintenance	\$ _____
Rent Paid	\$ _____

Total Area of Home _____ sq metres
Area used for Business _____ sq metres

Inventory

A stocktake must be completed at the end of the Financial Year (This must be valued at cost OR net realisable value GST excluded, whichever is the lower). Work In Progress must be accounted for if not yet invoiced out – this should include materials used, labour costs to date, portion of overheads.

Work in progress \$ _____ incl/excl
Raw Materials \$ _____ incl/excl
Finished Goods \$ _____ incl/excl

Please indicate what method has been used to value stock: FIFO / Weighted Average Cost

Cash

Unbanked Takings at Balance Date \$ _____
Petty Cash on Hand \$ _____
Till Floats \$ _____
Lay-By Monies Held \$ _____
Deposits in Advance \$ _____ Name _____ Date _____
\$ _____ Name _____ Date _____
\$ _____ Name _____ Date _____

Income Privately Banked

Was all income banked to your main business account? Yes / No If no, please provide details:

Type of Income _____ Amount _____
Type of Income _____ Amount _____

Expenses Paid for Privately

Did you pay for any Business Related Expenses from Personal Funds? If so, please provide details:

Type of Expense _____ Amount _____
Type of Expense _____ Amount _____

Private Funds Introduced

Did you deposit any Personal Funds into the Business Account during the year? If so, please provide details:

Date Banked _____ Amount _____
Date Banked _____ Amount _____

Contingent Liabilities

Are there any Contingent Liabilities existing at Year End? If so, please provide details:

Type of Contingent _____ Amount _____
Type of Contingent _____ Amount _____

Gifts

Did you forgive any debts owing to you during the year? If so, please provide details:

Details _____ Amount _____

Details _____ Amount _____

Details _____ Amount _____

Bad Debts

Ensure you have written off any bad debts in your Ledger prior to Balance Date.

Shareholders

Have there been any changes to Shareholders? If so, please advise details:

Shareholder _____ Purchased / Sold _____

Shareholder _____ Purchased / Sold _____

Shareholder _____ Purchased / Sold _____

Directors

Please advise of any changes to Directors details:

ACCOUNTS PAYABLE (CREDITORS) OWED BY YOU AS AT: 31 MARCH 2021 (or attach your printout)

Name of Creditor	Expense Category	Account Code	GST \$	Total Amount \$
Total				

