



2018 ANNUAL ACCOUNTS QUESTIONNAIRE FOR XERO CLIENTS

Client Name:

INFORMATION REQUIRED FOR 31 MARCH 2018

Please answer ALL questions. Where lists of information are required use back of the form or attach a separate schedule. If you require any assistance, please give us a call. Please advise if you would prefer us to visit you and collect your records.

N/A

1. Inventory

The total value of your "trading stock" at 31 March 2018 (EXCLUDING GST). (Trading stock is goods bought, that you intend to sell.) Stock may be valued at the lowest of (a) Cost, (b) Market Value, (c) Replacement Cost, (d) Discounted Selling Price.

If stock on hand is less than \$10,000, you do not need to keep a stock schedule.

2. Work in Progress

Work in progress in jobs or work you have in progress. It must be valued if it is likely to exceed \$10,000. Please contact us if you have any queries.

3. Accounts Receivable (Debtors)

If you do not invoice from Xero, please provide a list of amounts owed to you at 31 March 2018 for goods or services you sold in March or earlier, but did not receive payment for until April or later. Mark any debts that are old and unlikely to be paid.

4. Accounts Payable (Creditors)

If you do not record creditors in Xero, please provide a list of any goods or services you bought in March 2018 or earlier, but did not pay for until April 2018 or later (e.g. your March power bill paid in April). Include March PAYE (if not using Smart Payroll).

5. Vehicle Log Book

For 1 April 2017 to 31 March 2018 (if available) or list of mileage travelled for business purposes if personal vehicle used for business. For splitting actual costs, a log book is required to be maintained for 3 months, at least once every 3 years.

6. Loan Details

Details of any money borrowed from 1 April 2017 to 31 March 2018. And copies of loan statements as at 31 March 2018.

7. Finance Company Borrowings

Copies of any Hire Purchase and Loan agreements not previously provided.



8. Cash on Hand

Details of any amounts of unbanked cash and/or cheques as at 31 March 2018.

9. Was all Income

(Including Cash) banked into your business account? If no, please advise how much cash was spent personally or deposited into other bank accounts outside the business.

10. Fixed Asset Changes

Details of cost, selling price and trade-in value of plant, vehicles, property etc bought (if exceeds \$500 excl gst), sold or traded in from 1 April 2017 to 31 March 2018 if details have

11. Home Office Expenses

If part of your home is used for business purposes, please complete home office expenses template with details of insurance, mortgage interest (not principal), power and gas, rates and repairs. This includes a home office, workshop or storage area.

Please refer to our separate use of home office template and complete the details on that template if required.

12. Goods for Own Use

Please advise value of goods taken from business for own use, without payment from personal funds. At cost price (excluding GST) \$.....

13. Has there Been

Any significant change to your business during the past year that we are not aware of? If so, please provide details.



14. Contingent Liabilities/Commitments

Are there any contingent liabilities, lawsuits, guarantees?

Are there any commitments for capital expenditure at or since balance date?

Are there any commitments under a lease for plant or vehicles?

If so, please provide details.

15. Company Shareholding

Has there been any change of shareholding during the past year? If the company shares are owned by a Trust, have any of the Trustees changed or have any beneficiaries reached age

If so, please provide details.