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***Time to Measure...***

The end of yet another financial year will soon be upon us and we enclose the Business Accounts Questionnaire for you to complete.

***Records & Information Required For the Preparation of Business Accounts 2020***

**1. LOANS, HIRE PURCHASE & LEASE CONTRACTS**

Finance papers from Finance Companies and Solicitors in respect of any money borrowed during the year showing the amount borrowed and charges and/or end of year loan summaries.

**2. FINANCIAL STATEMENTS**

Do you wish to discuss your draft financial statements or any related matters before the financial statements and income tax returns are finalized? YES/NO

Please advise if your financial statements are required urgently.

Expected date of completion: 1. N/A 2. A.S.A.P 3. \_\_/\_\_/2020

**3. QUESTIONNAIRE & TERMS OF ENGAGEMENT**

Please ensure that you have completed the questionnaire and signed the Terms of Engagement enclosed.

**4. EMAIL ADDRESS**

If you have an email address, could you please provide us with this \_\_\_\_\_.

***Thank you***

As always, we remain committed to providing you with the highest level of service and helping you achieve your business objectives.

We thank you for your continued support and look forward to seeing you in the near future.

## BALANCE DATE QUESTIONNAIRE

**All figures should be GST inclusive.**

## 1. STOCK ON HAND

- Stock on hand at cost at balance date
- What allowance (if any) has been made for obsolete or slow Moving stock?
- How much of the stock on hand is subject to retention of title clauses?

\$
\$
\$

## 2. WORK IN PROGRESS

Work started but not completed by balance date  
The value of work in progress is

\$

### 3. PARTICULARS OF NEW ASSET PURCHASES

- Enclose copies of invoices
- Enclose copies of Hire Purchase Agreements

[illegible]

#### 4. ASSETS SOLD OR SCRAPPED DURING THE PERIOD

[illegible]

**5. ACCOUNTS PAYABLE (Amounts owing by you at balance date)**  
**Include Cheques not presented at balance date**

Name	Particular	Code Office use	Amount(\$)
e.g			
Vodafone	Telephone		
Telecom	Telephone		
Genesis	Power		
Inland Revenue	PAYE		
Inland Revenue	GST		
Accountants Adjustments:			
TOTAL			

**6. ACCOUNTS RECEIVABLE** (Amounts owing to you at balance date)

Please provide a copy of your debtors list as at balance date.  
All bad debts should be written out of debtors ledger prior to balance date.

Total Debtors:

\$

## 7. OUT OF POCKET CASH EXPENSES

Provide details of any business expenses paid from other accounts or in cash

Type of Expenses	Amount (\$)

## 8. CASH ON HAND (Float/Pettycash)

Amount of cash on hand at balance date

\$

## 9. CASH SALES NOT BANKED

Any cash received from customers that was not banked into business bank account

\$

## 10. GOODS TAKEN FOR OWN USE

Details:

	\$
	\$
	\$

## 11. USE OF MOTOR VEHICLE

Was the business vehicle used for private running?

If yes, please provide Vehicle Log Book or complete the following:

	Vehicle	Vehicle
Total KM's Private running for the year		
Total KM's Private running for the year		

## 12. OFFICE AT HOME

If you use your private dwelling for business purpose please provide:

1. a. Area of room used for business

b. Total area of house

c. Cost of house

d. Copy of Govt. Valuation or Rates Statement

sq.mts
sq.mts
\$

2 A list recording:

- Domestic power	\$
- Rates	\$
- Insurance	\$
- Repairs	\$
- Rent	\$
- Mortgage Interest	\$

## **13. INVESTMENTS**

[illegible]

#### **14. ANY OTHER INFORMATION RELEVANT TO YOUR FINANCIAL STATEMENTS**

[illegible]