



Add Value Accountants Limited

Promoting success in life

Chartered Accountants

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Questionnaire

Please give details (or Attach)

Name

Balance Date / /

| | |
|---|--|
| Details of any major change in Business | |
| Have there been any change in Ownership? | |
| Please Supply Bank Statements and details of Transactions or Cash Book | |
| H P Contracts, Loan and Mortgage Summaries / Details | |
| Solicitors Settlement Statements, and Valuations | |
| Major Asset purchases Tax Invoices for Tools Equipment, Vehicles (Etc over \$500) | |
| If Employers details of Wages paid. Monthly wage records or wage book | |
| If Completed Fringe Benefit Tax Workpapers | |
| If Completed Goods and Services Tax Workpapers | |
| Accounts payable List (Creditors) | |
| Accounts Receivable List (Debtors) | |
| Cash of hand / Till Floats | |
| Stock on hand and Work in Progress at cost excluding GST and Consumables | |
| Details of Transactions not through business bank account. | |

| | |
|--|--|
| Value of goods taken for private use. | |
| Donations Interest & Dividends Certificates. | |

| | | |
|--|-------|---------------|
| MOTOR VEHICLE | | |
| The proportion of motor vehicle business use as established by business running recorded in by vehicle log book(s) is: | | |
| Business | | km – Vehicle: |
| Total | | km |
| % Business | | % |
| | | |
| Other Vehicle | | |
| Business | | km – Vehicle: |
| Total | | km |
| % Business | | % |

The information we have provided is true and correct.

Date completed / /

Signed.
