

FINANCIAL STATEMENTS EOFY QUESTIONNAIRE

BUSINESS TAX RETURNS & FINANCIAL STATEMENTS

Please take the time to complete this checklist as it is a very important part of the accounting process.

It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements
- Ensure we can complete your Financial Statements by the due date

BUSINESS NAME:

ITEM	YES	NO	N/A
First Time Financial Statements & Tax Returns			
If we are preparing your accounts for the first time, please provide copies of your most recent Financial Statements, Tax Returns, and ATO Notices of Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computerised Accounts (no need to complete if you use Xero or other online accounting system)			
Please provide a copy of your computerised data file:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME OF PROGRAM: Xero / MYOB / Reckon or other			
VERSION NUMBER: _____			
USERNAME (if applicable) _____			
PASSWORD (if applicable) _____			
Manual Accounts Please provide the following information:			
• Reconciled Cashbook (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cheque payment details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Deposit details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Balances Please provide the following information for each bank account:			
• Bank Statements for the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bank Reconciliation Statement as at the end of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable Please provide the following information:			
• A list of trade debtor's / accounts receivables as at the end of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A list of bad debts written off or to be written off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investments / Property Income			
Please provide details of all investment and rental property INCOME received during the year, including:			
• Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interest Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO	N/A
<ul style="list-style-type: none"> Trust Taxation Summaries 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Rental Property Statements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investment / Property Expenses			
Please provide details of all investment and rental property EXPENSES received during the year, including:			
<ul style="list-style-type: none"> Interest Statements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Council & Utility Rates 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Insurances 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Rental Property Statements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Depreciation Report 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Travel Expenses 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> New Asset Invoices (TV, Dishwasher) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investment / Property Sold			
Please provide details of investment / property SOLD or DISPOSED during the year, including:			
<ul style="list-style-type: none"> Date of Purchase 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Cost of Acquisition 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of Contract for Purchase 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of Settlement Statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock / Inventory / Work in Progress			
Please advise the value of Stock on Hand / Work in Progress as at the end of the year			
Please tick the valuation method you used: <input type="checkbox"/> Cost <input type="checkbox"/> Market <input type="checkbox"/> Replacement			
Alternatively, (for small business entities only) please confirm if the estimated value of stock at the end of the year differs from the value at the beginning of the year by \$5,000 or less.			
Prepayments			
Have you paid any expenses in advance that span two or more financial years? For example:			
<ul style="list-style-type: none"> Subscriptions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Insurance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Internet / Phone Access 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Legal Fees 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, the time period covered: _____			
Fixed Assets			
Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life, if known.			
Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.			
Please review your DEPRECIATION SCHEDULE from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?			
Accounts Payable Please provide the following information:			
<ul style="list-style-type: none"> A list of trade creditors / accounts payable as at the of the year 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A copy of credit card statements for each card up to and including the end of the year 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO	N/A
GST (only if you prepare your own BAS returns)			
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages / PAYG Withholding / Superannuation			
Please provide copies of STP Finalisation Summary or Income Summaries and Year-End Summary Statement submitted to the ATO if we don't prepare these on your behalf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank as at the of the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Leave / Long Service Leave			
Please provide a schedule of leave entitlements as at the end of the year, including:			
• Employee Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Number of Days owed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Entitlement \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leases / Hire Purchase / Chattel Mortgage			
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any NEW AGREEMENTS entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase / chattel mortgage agreements for any LOANS ALREADY IN EXISTENCE at the beginning of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements PAID OUT during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements REFINANCED during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Loans			
Please provide copies of loan statements up to and including the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new loan was entered into during the year, please provide copy of the loan / facility agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If we are preparing your accounts for the first time, please provide a copy of the loan / facility agreement for any existing loans as at the beginning of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION Please list any other information that you believe may assist us

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To ensure that our records are up to date, please provide us with any UPDATE of the following details:

CONTACT ADDRESS (only complete for details that have changed)

PHYSICAL ADDRESS

POSTAL ADDRESS

EMAIL

HOME PHONE

WORK PHONE

MOBILE PHONE
