

# FINANCIAL STATEMENTS EOFY QUESTIONNAIRE

## 2022 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

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| ITEM  | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| <b>First Time Financial Statements &amp; Tax Returns</b>  |                          |                          |                          |
| 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"/> |
| <b>Computerised Accounts</b> (no need to complete if you use Xero)  |                          |                          |                          |
| Please provide a copy of your computerised data file:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NAME OF PROGRAM: MYOB / Reckon or other   |                          |                          |                          |
| VERSION NUMBER: _____   |                          |                          |                          |
| USERNAME (if applicable) _____  |                          |                          |                          |
| PASSWORD (if applicable) _____  |                          |                          |                          |
| <b>Manual Accounts</b> 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"/> |
| <b>Cash Balances</b> Please provide the following information:  |                          |                          |                          |
| • Bank Statements for the period 1 July 2021 to 30 June 2022  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Bank Reconciliation Statement as at 30 June 2022  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Accounts Receivable</b> Please provide the following information:  |                          |                          |                          |
| • A list of trade debtor's / accounts receivables as at 30 June 2022  | <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"/> |
| <b>Investments / Property Income</b>  |                          |                          |                          |
| Please provide details of all investment and rental property <b>INCOME</b> 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"> <li>Trust Taxation Summaries</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Rental Property Statements</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Investment / Property Expenses</b>   |                          |                          |                          |
| Please provide details of all investment and rental property <b>EXPENSES</b> received during the year, including:   |                          |                          |                          |
| <ul style="list-style-type: none"> <li>Interest Statements</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Council &amp; Utility Rates</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Insurances</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Rental Property Statements</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Depreciation Report</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Travel Expenses</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>New Asset Invoices (TV, Dishwasher)</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Investment / Property Sold</b>   |                          |                          |                          |
| Please provide details of investment / property <b>SOLD</b> or <b>DISPOSED</b> during the year, including:  |                          |                          |                          |
| <ul style="list-style-type: none"> <li>Date of Purchase</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Cost of Acquisition</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Copy of Contract for Purchase</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Copy of Settlement Statement</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Stock / Inventory / Work in Progress</b>   |                          |                          |                          |
| Please advise the value of Stock on Hand / Work in Progress as at 30 June 2022.   |                          |                          |                          |
| 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 30 June 2022 differs from the value at 30 June 2020 by \$5,000 or less. |                          |                          |                          |
| <b>Prepayments</b>  |                          |                          |                          |
| Have you paid any expenses in advance that span two or more financial years? For example:   |                          |                          |                          |
| <ul style="list-style-type: none"> <li>Subscriptions</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Insurance</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Internet / Phone Access</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Legal Fees</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If so the time period covered: _____  |                          |                          |                          |
| <b>Fixed Assets</b>   |                          |                          |                          |
| Please provide details of assets <b>PURCHASED</b> during the year, including copy of invoice and estimated useful life, if known.   |                          |                          |                          |
| Please provide details of assets <b>SOLD</b> or <b>DISPOSED</b> during the year, including date and consideration received.   |                          |                          |                          |
| Please review your <b>DEPRECIATION SCHEDULE</b> from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?                        |                          |                          |                          |
| <b>Accounts Payable</b> Please provide the following information:   |                          |                          |                          |
| <ul style="list-style-type: none"> <li>A list of trade creditors / accounts payable as at 30 June 2022</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>A copy of credit card statements up to and including 30 June 2022</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ITEM   | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| <b>GST</b> (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"/> |
| <b>Wages / PAYG Withholding / Superannuation</b>   |                          |                          |                          |
| Please provide copies of STP Finalisation Summary or Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing 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 30 June 2022?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Annual Leave / Long Service Leave</b>   |                          |                          |                          |
| Please provide a schedule of leave entitlements as at 30 June 2022, 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"/> |
| <b>Leases / Hire Purchase / Chattel Mortgage</b>   |                          |                          |                          |
| Please provide a copy of lease / hire purchase / chattel mortgage agreements for any <b>NEW AGREEMENTS</b> 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 <b>LOANS ALREADY IN EXISTENCE</b> at 1 July 2020.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Please provide details for any agreements <b>PAID OUT</b> during the year.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Please provide details for any agreements <b>REFINANCED</b> during the year.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Bank Loans</b>  |                          |                          |                          |
| Please provide copies of loan statements up to and including 30 June 2022.   | <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 1 July 2020.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**OTHER INFORMATION** Please list any other information that your 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**

Please complete the Authorisation below as this allows us to contact necessary organisations, (e.g. your bank or insurance company) to obtain information that is required to complete your Financial Statements or Tax Returns.

## **AUTHORISATION**

I/We authorise SNA Advisory to complete the compilation of Financial Statements and Tax Returns for me/us for the 2022 financial year. I/We understand that a compilation is limited to the collection, classification and summarisation of financial information supplied by me/us and does not involve the verification of that information. I/We do not require SNA Advisory to carry out an audit or a review assignment on the Financial Statements produced.

I/We authorise SNA Advisory to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

## **AUTHORISED SIGNATURE(S)**

\_\_\_\_\_  
Date:

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Date: