



FINANCIAL STATEMENTS EOFY QUESTIONNAIRE

2018 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
Computerised Accounts (no need to complete if you use Xero)			
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): _____			

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:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • Bank Statements as at 30 June 2018 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Bank Reconciliation Statement as at 30 June 2018 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Accounts Receivable (if not computerised)

Please provide the following information:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • A list of trade debtor's / accounts receivable as at 30 June 2018. | <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"/> |

ITEM	YES	NO	N/A
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"/>
• Trust Taxation Summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rental Property Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments / Property Expenses			
Please provide details of all investment and rental property EXPENSES received during the year, including:			
• Interest Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Council & Utility Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Insurances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rental Property Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Depreciation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Travel Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• New Asset Invoices (TV, Dishwasher)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments / Property Purchases			
Please provide details of Investments / Property PURCHASED during the year, including:			
• Date of Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cost of Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Contract for Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Settlement Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments / Property Sold			
Please provide details of Investments / Property SOLD or DISPOSED during the year, including:			
• Date of Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consideration Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Contract for Purchase / Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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 30 June 2018.			
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 2018 differs from the value at 30 June 2017 by \$5,000 or less.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fixed Assets			
Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life, if known.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO	N/A
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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:

- A list of trade creditors/accounts payable as at 30 June 2018
- A copy of credit card statements up to and including 30 June 2018.

GST (only if you prepare your own BAS returns)

Please provide copies of all Business Activity Statements (BAS) lodged during the year.

Wages / PAYG Withholding / Superannuation

Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing these on your behalf.

Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2018?

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.

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 1 July 2017.

Please provide details for any agreements **PAID OUT** during the year.

Please provide details for any agreements **REFINANCED** during the year.

Bank Loans

Please provide copies of loan statements up to and including 30 June 2018.

If a new loan was entered into during the year, please provide copy of the loan / facility Agreement.

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 2017.

Please list any other information that you believe may assist us

OTHER INFORMATION

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

CONTACT ADDRESS

To ensure we have current records, please provide us with any UPDATE of the following details

Physical Address

Postal Address

Email

Home Phone

Work Phone

Mobile Phone
