

Accounts Preparation - Year End Questionnaire

Client:

Date:

This Accounts Preparation - Year End Questionnaire is designed to save you time and money.

The effort you invest to complete this questionnaire will be repaid because we'll be able to complete your accounts accurately and efficiently, saving you unnecessary fees that might otherwise be incurred if we had to come back to you multiple times requesting more information.

Please complete this questionnaire and ensure you attach all relevant documentation, then sign and date this form below, and return your questionnaire and documentation to us.

If you have any queries or concerns, please do not hesitate to contact us.

FIRM NAME:

I/We hereby instruct you to prepare our Financial Accounts and Taxation Returns for the financial year ended 30 June 2011.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require, to enable you to complete the above assignment.

Name:

Signature:

Date:

To ensure our records are up to date, please assist us by completing the following:

Entity name:						
ABN:						
ACN <i>(if a company)</i>						
TFN:						
Main business activity:						
Address of business:						
Registered address: <i>(if a company)</i>						
Postal address:						
Telephone:	Business		Fax		Mobile	
Email address:						
Trustee(s): <i>(if a trust)</i>						
Contact name:						
Address:						
Telephone:	Home		Business		Fax	Mobile
Email address:						

1. If we are preparing your accounts for the first time:		Yes	No	?
Please provide:				
1.1	Copies of your last financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	A copy of your last tax return, income tax assessment and PAYG instalment notices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Copies of any other correspondence with the Tax Office such as objections, penalties, Statement of Account, Garnishee Notice, Final Notice to Lodge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transactions				
2. Cash Balances		Yes	No	?
2.1	Reconciled cash book details provided in hard copy, electronically or uploaded via secure returns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.1	Please provide name of program and version number.			
2.1.2	Please provide password if applicable.			
2.2	Copies of bank reconciliations as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Copies of bank statements as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR If you are using a computer program but not supplying a disk:				
2.4	Financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	General ledger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Trial balance and bank reconciliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Copies of bank statements as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR If you are not using a computer program:				
2.8	Cheque payment details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Receipt details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Bank reconciliations (if available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Copies of your bank statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Credit Cards		Yes	No	?
3.1	Please provide copies of any credit card statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	If you made any business related payments on your personal credit card, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Petty Cash		Yes	No	?
4.1	Please provide the balance of petty cash as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accruals				
5. Accounts Receivable		Yes	No	?
5.1	Please supply a list of trade debtors as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Please supply a list of bad debts written off or to be written off at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Please supply details of any provision required for doubtful debts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: This is for accounting purposes only. It is not required for tax purposes.</i>				
6. Accounts Payable		Yes	No	?
6.1	Please supply a list of trade creditors at 30 June, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.1	June PAYG Withholding paid in July.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.2	Compulsory superannuation contributions unpaid as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For each creditor provide details of the nature of the expense for which the debt is owed and whether the amount includes GST.</i>				
7. Stock		Yes	No	?
7.1	Please supply the value of stock on hand at 30 June, including finished goods, work in progress, raw materials and goods in transit and the method of valuation (cost, market or replacement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please contact us if you would like to discuss valuation issues.</i>				

9. Investments		Yes	No	?
9.1	Please supply the following information:			
9.1.1	Schedule of investments held at 30 June, including cash management and term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.2	Investments acquired during the year, date and cost of acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.3	Investments sold during the year, date of disposal, consideration received, plus date and cost of original acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.4	Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Prepayments		Yes	No	?
10.1	Are there any expenses paid in advance that span two financial years? For example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.1	Subscriptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.2	Maintenance agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.3	Insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.4	Advertising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.5	Internet Access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.6	Retainers paid to barristers or solicitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.7	Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Fixed Assets		Yes	No	?
11.1	Please provide the following details of assets:			
11.1.1	Assets acquired during the year including date and cost. Please provide copies of invoices and estimates of useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2	Details of assets sold during the year, including date of disposal, consideration received, plus date and cost of original acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.3	Details of assets that have been scrapped, taken for personal use or traded in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Capital Gains		Yes	No	?
12.1	Did you sell any assets such as shares, rental properties etc. during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.1	Please supply details of the purchase of the asset including a copy of the settlement statement and the purchase contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.2	Please supply details of any expenditure incurred in relation to the asset that was not claimed as a deduction during the time that you owned the asset.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.3	Please supply details of the sale of the asset including a copy of the settlement statement and the sale contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liabilities				
13. Leases and Hire Purchase		Yes	No	?
13.1	Please provide details of new leases, chattel mortgages or hire purchase agreements acquired during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please provide a copy of the lease, chattel mortgage or hire purchase agreement.</i>				
13.2	Please supply details of any leases, chattel mortgages or hire purchase agreements paid out or refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. External Loans		Yes	No	?
14.1	Details of borrowings during the year, including:			
14.1.1	Loan statements detailing interest, repayments and loan balance at the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.1.2	Details of security provided for the finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.1.3	Details of borrowing costs incurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Salaries and PAYG Withholdings		Yes	No	?
15.1	Please supply copies of PAYG Payment Summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	Please supply a copy of your PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Information				
16.	Transactions Not Through the Business	Yes	No	?
16.1	Were all sales banked and purchases paid through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Goods and Services Tax	Yes	No	?
17.1	Please supply copies of all Business Activity Statements lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Legal Documents	Yes	No	?
18.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.2	Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Private Use	Yes	No	?
19.1	Please provide details and dollar amount of goods taken for private use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please advise whether or not this includes GST.</i>				
19.2	Provide details of any payments or loans made by the business to the owners or their associates (if the only payments are wages or regular drawings, your cash transaction records will be sufficient).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.3	Provide details of any business assets made available for the private use of the owners or their associates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

