

# 2016 Year End Questionnaire

<b>Client Name:</b>		<b>Date:</b>	
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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 within four weeks

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

## Authorisation

I/We authorise Kidmans Partners to complete the compilation of Financial Statements and Tax Return for \_\_\_\_\_ Superannuation Fund for the 2016 financial year.

I/we authorise Kidmans Partners to obtain whatever information is required from third parties to complete the preparation of the \_\_\_\_\_ Superannuation Fund Financial Statements and Tax Return.

Person to Contact with Queries:	
Client Signature:	
Date:	

## Update of Address Details

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

Physical Address:	
Postal Address:	
e-mail:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Fax:	

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1. First Time Financial Statements & Tax Return	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your Super Fund's last Financial Statements and Tax Return.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Computerised Accounts (Note: you do not need to fill this in if you are using XERO)	Yes	No	N/A
Please provide a copy of your computerised data file.			
Name of Program: (i.e. MYOB or Reckon Accounts) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Version Number: _____			
Password (if applicable): _____			
3. Manual Accounts	Yes	No	N/A
Please provide the following information:			
<ul style="list-style-type: none"> <li>Reconciled Cashbook (if applicable)</li> <li>Cheque payment details</li> <li>Deposit details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cash Balances	Yes	No	N/A
Please provide the following information:			
<ul style="list-style-type: none"> <li>Bank Statements for the period 1 July 2015 to 30 June 2016</li> <li>Bank Reconciliation Statement as at 30 June 2016</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sundry Debtors	Yes	No	N/A
Please supply a list of sundry debtors as at 30 June 2016.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Investments / Property	Yes	No	N/A
Please provide details of all investment and rental property <b>INCOME</b> received during the year, including:			
<ul style="list-style-type: none"> <li>Dividend statements</li> <li>Interest statements</li> <li>Trust taxation summaries</li> <li>Rental property statements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property <b>PURCHASED</b> during the year, including:			
<ul style="list-style-type: none"> <li>date of purchase</li> <li>cost of acquisition</li> <li>copy of contract for purchase</li> <li>copy of settlement statement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property <b>SOLD</b> or <b>DISPOSED</b> during the year, including:			
<ul style="list-style-type: none"> <li>date of disposal</li> <li>consideration received</li> <li>copy of contract for purchase</li> <li>copy of settlement statement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 2016 Year End Questionnaire

7. Fixed Assets	Yes	No	N/A
Please provide details of assets <b>PURCHASED</b> during the year, including copy of invoice and estimated useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets <b>SOLD</b> or <b>DISPOSED</b> during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Sundry Creditors	Yes	No	N/A
Please supply a list of sundry creditors as at 30 June 2016.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. GST	Yes	No	N/A
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Super Fund Income	Yes	No	N/A
Please provide the following information (if applicable):			
<ul style="list-style-type: none"> <li>• Roll-over notification forms</li> <li>• ETP roll-over statements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other Information – Please list below			

**END OF DOCUMENT**