Financial Statements Year End Questionnaire

2017 Business Tax Returns & Financial Statements

Client Name:		Date:	

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 allows 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 Returns for me/us for the 2017 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 Kidmans Partners to carry out an audit or a review assignment on the Financial Statements produced.

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

Person to Contact with Queries:

CLIENT SIGNATURE

____

Name: Date:

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QUESTIONNAIRE

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

Update of Address Details	
Physical Address:	
Postal Address:	
Email:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Fax:	

First Time Financial Statements & Tax Returns	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your last Financial Statements, Tax Returns, and ATO Notices of Assessment.	☐	☐	☐
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/QuickBooks) **Version Number:** **Username (if applicable):** **Password (if applicable):**	☐	☐	☐

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Manual Accounts	Yes	No	N/A
Please provide the following information: • Reconciled Cashbook (if applicable) • Cheque payment details • Deposit details	☐	☐	☐
Cash Balances	**Yes**	**No**	**N/A**
Please provide the following information: • Bank Statements for the period 1 July 2016 to 30 June 2017. • Bank Reconciliation Statement as at 30 June 2017.	☐	☐	☐
Accounts Receivable	**Yes**	**No**	**N/A**
Please supply a list of trade debtor's / accounts receivable as at 30 June 2017.	☐	☐	☐
Please provide a list of bad debts written off or to be written off.	☐	☐	☐
Investments / Property Income	**Yes**	**No**	**N/A**
Please provide details of all investment and rental property **INCOME** received during the year, including: • Dividend statements • Interest statements • Trust taxation summaries • Rental property statements	☐	☐	☐
Investments / Property Expenses	**Yes**	**No**	**N/A**
Please provide details of all investment and rental property **EXPENSES** received during the year, including: • Interest statements • Council & Utility Rates • Insurances • Rental property statements • Depreciation Report • Travel Expenses • New Asset Invoices (TV, Dishwasher)	☐	☐	☐

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Investments / Property Expenses cont'd	Yes	No	N/A
Please provide details of Investments/Property **PURCHASED** during the year, including: • date of purchase • cost of acquisition • copy of contract for purchase • copy of settlement statement	☐	☐	☐
Please provide details of Investments/Property **SOLD** or **DISPOSED** during the year, including: • date of disposal • consideration received • copy of contract for purchase • copy of settlement statement	☐	☐	☐
Stock / Inventory / Work in Progress	**Yes**	**No**	**N/A**
Please advise the value of Stock on hand / Work in Progress as at 30 June 2017. Please tick the valuation method you used: ☐ Cost ☐ Market ☐ Replacement	☐	☐	☐
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2017 differs from the value at 30 June 2016 by $5,000 or less.	☐	☐	☐
Prepayments	**Yes**	**No**	**N/A**
Have you paid any expense in advance that span two financial years? For example: • Subscriptions • Insurance • Internet / Phone Access • Legal Fees If so period of times covers	☐	☐	☐
Fixed Assets	**Yes**	**No**	**N/A**
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.	☐	☐	☐

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Fixed Assets cont'd	Yes	No	N/A
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	**Yes**	**No**	**N/A**
Please supply a list of trade creditors/accounts payable as at 30 June 2017.	☐	☐	☐
Please provide a copy of credit card statements up to and including 30 June 2017.	☐	☐	☐
GST	**Yes**	**No**	**N/A**
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	☐	☐	☐
Wages / PAYG Withholding / Superannuation	**Yes**	**No**	**N/A**
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 2017?	☐	☐	☐
Annual Leave / Long Service Leave	**Yes**	**No**	**N/A**
Please provide a schedule of leave entitlements as at 30 June 2017, including: • Employee Name • Number of Days Owed • Entitlement $	☐	☐	☐
Leases / Hire Purchase / Chattel Mortgage	**Yes**	**No**	**N/A**
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 existing loans as at 1 July 2017.	☐	☐	☐
Please provide details for any agreements paid out during the year.	☐	☐	☐
Leases / Hire Purchase / Chattel Mortgage cont'd	**Yes**	**No**	**N/A**

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Please provide details for any agreements refinanced during the year.	☐	☐	☐
Bank Loans	**Yes**	**No**	**N/A**
Please provide copies of loan statements up to and including 30 June 2017.	☐	☐	☐
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 2016.	☐	☐	☐
Other Information – Please list below			