FINANCIAL STATEMENTS

**EOFY QUESTIONNAIRE**

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

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| --- | --- |
| **BUSINESS NAME** |  |

| ITEM | | | YES | NO | N/A |
| --- | --- | --- | --- | --- | --- |
| **First Time Financial Statements & Tax Returns** | | |  |  |  |
| 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. | | |  |  |  |
| **Computerised Accounts** (no need to complete if you use Xero) | | |  |  |  |
| Please provide a copy of your computerised data file: | | |  |  |  |
| 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) | | |  |  |  |
| * Cheque payment details | | |  |  |  |
| * Deposit details | | |  |  |  |
| **Cash Balances** Please provide the following information: | | |  |  |  |
| * Bank Statements for the period 1 July 2021 to 30 June 2022 | | |  |  |  |
| * Bank Reconciliation Statement as at 30 June 2022 | | |  |  |  |
| **Accounts Receivable** Please provide the following information: | | |  |  |  |
| * A list of trade debtor’s / accounts receivables as at 30 June 2022 | | |  |  |  |
| * A list of bad debts written off or to be written off | | |  |  |  |
| **Investments / Property Income** | | |  |  |  |
| 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 | | |  |  |  |
| **Investment / Property Expenses** | | |  |  |  |
| 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) | | |  |  |  |
| **Investment / Property Sold** | | |  |  |  |
| Please provide details of investment / property **SOLD** or **DISPOSED** during the year, including: | | |  |  |  |
| * Date of Purchase | | |  |  |  |
| * Cost of Acquisition | | |  |  |  |
| * Copy of Contract for Purchase | | |  |  |  |
| * Copy of Settlement Statement | | |  |  |  |
| **Stock / Inventory / Work in Progress** | | |  |  |  |
| Please advise the value of Stock on Hand / Work in Progress as at 30 June 2022.  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 2022 differs from the value at 30 June 2021 by $5,000 or less. | | |  |  |  |
| **Prepayments** | | |  |  |  |
| Have you paid any expenses in advance that span two or more financial years? For example: | | |  |  |  |
| * Subscriptions | | |  |  |  |
| * Insurance | | |  |  |  |
| * Internet / Phone Access | | |  |  |  |
| * Legal Fees | | |  |  |  |
| If so the time period covered: | |  |  |  |  |
| **Fixed Assets** | | |  |  |  |
| 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. | | |  |  |  |
| 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 2022 | | |  |  |  |
| * A copy of credit card statements up to and including 30 June 2022 | | |  |  |  |
| **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 STP Finalisation Summary or 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 as at 30 June 2022? | | |  |  |  |
| **Annual Leave / Long Service Leave** | | |  |  |  |
| Please provide a schedule of leave entitlements as at 30 June 2022, including: | | |  |  |  |
| * Employee Name | | |  |  |  |
| * Number of Days owed | | |  |  |  |
| * Entitlement $ | | |  |  |  |
| **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 2021. | | |  |  |  |
| 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 2022. | | |  |  |  |
| 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 2021. | | |  |  |  |
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| 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:

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| --- | --- |
| CONTACT ADDRESS (only complete for details that have changed) | |
| **PHYSICAL ADDRESS** |  |
| **POSTAL ADDRESS** |  |
| **EMAIL** |  |
| **HOME PHONE** |  |
| **WORK PHONE** |  |
| **MOBILE PHONE** |  |