FINANCIAL STATEMENTS EOFY QUESTIONNAIRE

2022 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
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 or other online accounting system)			
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 for each bank account:			
 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			

ITEM	YES	NO	N/A
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: \square Cost \square Market \square 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 for each card up to and including 30 June 2022			

ITEM	YES	NO	N/A
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 Income Summaries and Year-End Summary Statement submitted to the ATO if we don't prepare 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.			
OTHER INFORMATION Please list any other information that you believe may assis	t us		

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

CONTACT ADDRESS (only complete for details that have changed)
PHYSICAL ADDRESS
POSTAL ADDRESS
EMAIL
HOME PHONE
WORK PHONE
MOBILE PHONE
Please complete the Authorisation below as this allows us to contact necessary organisations, (e.g. your bank insurance company) to obtain information that is required to complete your Financial Statements or Tax Return
AUTHORISATION
I/We authorise Firm Name to complete the compilation of Financial Statements and Tax Returns for me/us for the 2022 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 Firm Name to carry out an audit or a review assignment on the Financial Statements produced.
I/We authorise Firm Name to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.
AUTHORISED SIGNATURE(S)
Date: Date: