

Year End Accounts Questionnaire – Businesses

Please complete this questionnaire to ensure you provide us with the information required to prepare your year end accounts.

Like the Personal Tax Return Questionnaire, this Year End Accounts 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.

So thanks for helping us to help you. We appreciate it.

Full name: _____

Entity name: _____

1.0 Cash Balances		Yes	No
1.1	Reconciled cash book details on computer disk (Cashman/MYOB/Quicken/Quickbooks/Spreadsheet/Cashflow); Copy of 30 June bank reconciliation; and Copy of 30 June bank statements	<input type="checkbox"/>	<input type="checkbox"/>
OR			
1.2	Financial statements; General ledger; Trial balance and bank reconciliation (if using a different accounting programme); and Copy of bank statements for period 1 July to 30 June	<input type="checkbox"/>	<input type="checkbox"/>
OR			
1.3	<i>If not using a computer program</i> Cheque payment details; Receipt details; Bank reconciliation (if available); and Copy of bank statements for period 1 July to 30 June	<input type="checkbox"/>	<input type="checkbox"/>
2.0 Petty Cash		Yes	No
2.1	Balance of petty cash at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
3.0 Debtors		Yes	No
3.1	List of trade debtors at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
3.2	List of bad debts (to be) written off at 30 June & why	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Details of any provision required for doubtful debts	<input type="checkbox"/>	<input type="checkbox"/>
4.0 Investments		Yes	No
4.1	Schedule of investments held at 30 June, including cash management & term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Investments acquired during the year, date and cost of acquisition.	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Investments sold during the year, date of disposal and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Details of investment income received during the year, including	<input type="checkbox"/>	<input type="checkbox"/>

	dividend statements, interest statements, trust taxation summaries		
5.0	Stock	Yes	No
5.1	Value of stock on hand at 30 June, including finished goods, WIP, raw materials and goods in transit and the method of valuation (Cost, Market or Replacement). Note: Please contact us if you would like to discuss valuation issues.	<input type="checkbox"/>	<input type="checkbox"/>
6.0	Creditors	Yes	No
6.1	List of trade creditors at 30 June, including June PAYG Withholding paid in July. (For each creditor provide details of the nature of the expense for which the debt is owed).	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Compulsory superannuation unpaid as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Credit card statements up to and including 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
7.0	GST	Yes	No
7.1	Copies of all BAS's lodged during the year	<input type="checkbox"/>	<input type="checkbox"/>
8.0	Annual Leave/Long Service Leave Provisions	Yes	No
8.1	Schedule of annual leave entitlements as at 30 June, as follows Employee Number of days owed \$ Entitlement	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Schedule of long service leave entitlements as at 30 June, as follows Employee Number of days owed \$ Entitlement	<input type="checkbox"/>	<input type="checkbox"/>
9.0	Leases/Hire Purchases	Yes	No
9.1	Details of new leases/hire purchase agreements acquired during the year Please provide a copy of the lease/hire purchase agreement.	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Details of any payout on leases/hire purchases during the year	<input type="checkbox"/>	<input type="checkbox"/>
10.0	Fixed Assets	Yes	No
10.1	Details of 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"/>
10.2	Details of assets sold during the year, including date and consideration	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Details of assets scrapped/taken for personal use/traded in	<input type="checkbox"/>	<input type="checkbox"/>
11.0	External loans	Yes	No
11.1	Details of borrowings during the year, including:-	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1	Loan statements (detailing interest, repayments and loan balance at end of year)	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2	Details of security provided for the finance	<input type="checkbox"/>	<input type="checkbox"/>
12.0	Salary/PAYG Withholding	Yes	No
12.1	Copy of PAYG Payment summaries issued at year end	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Copy of PAYG Summary Statement	<input type="checkbox"/>	<input type="checkbox"/>
13.0	Transactions Not Through the Business	Yes	No
13.1	Were all sales and purchases banked through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>
13.2	If not, please provide details as to how these funds were applied.	<input type="checkbox"/>	<input type="checkbox"/>

18.0	Timing	Yes	No
18.1	Please indicate when the accounts are required to be completed:	/	/
18.2	Are these accounts required for a finance application?	<input type="checkbox"/>	<input type="checkbox"/>

Your Next Steps

Thank you for investing the time to complete this questionnaire. Please ensure you attach all relevant documentation to the questionnaire, then sign and date this form below, and return your questionnaire and documentation to us as soon as possible.

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

To: **HOLZWORTH LAW & ASSOCIATES**

*I hereby instruct you to prepare our Financial Statements and Taxation Returns for the year/period ending **30 June 2011**. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements. 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 in order to carry out the above assignment.*

Entity Name:

Your Name:

Signature: Date:

END OF DOCUMENT