

2016 Financial Statements Year End Questionnaire

Client Name:		Date:	
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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 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 Keypoint Business Consultants to complete the compilation of Financial Statements and Tax Returns for me/us for the 2016 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 authorise Keypoint Business Consultants 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:	
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 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.		<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 QuickBooks)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Version Number:	_____			
Username (if applicable):	_____			
Password (if applicable):	_____			
3. Manual Accounts		Yes	No	N/A
Please provide the following information:				
<ul style="list-style-type: none"> Reconciled Cashbook (if applicable) Cheque payment details Deposit details 		<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"> Bank Statements for the period 1 July 2015 to 30 June 2016 Bank Reconciliation Statement as at 30 June 2016 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Accounts Receivable		Yes	No	N/A
Please supply a list of trade debtors/accounts receivable as at 30 June 2016.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a list of bad debts written off or to be written off.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Investments / Property Income		Yes	No	N/A
Please provide details of all investment and rental property INCOME received during the year, including:				
<ul style="list-style-type: none"> Dividend statements Interest statements Trust taxation summaries Rental property statements 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Investments / Property Expenses		Yes	No	N/A
Please provide details of all investment and rental property EXPENSES received during the year, including:				
<ul style="list-style-type: none"> Interest statements Council & Utility Rates Insurances Rental property statements Depreciation Report Travel Expenses New Asset Invoices (TV, Dishwasher) 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property PURCHASED during the year, including:				
<ul style="list-style-type: none"> date of purchase cost of acquisition copy of contract for purchase copy of settlement statement 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Please provide details of Investments/Property SOLD or DISPOSED during the year, including: <ul style="list-style-type: none"> • date of disposal • consideration received • copy of contract for purchase • copy of settlement statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Stock / Inventory / Work in Progress	Yes	No	N/A
Please advise the value of Stock on hand / Work in Progress as at 30 June 2016.			
Please circle the valuation method you have used:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Market Replacement			
Alternatively (for small business entities only) please confirm if the estimated value of stock at 30 June 2016 differs from the value at 30 June 2015 by \$5,000 or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepayments	Yes	No	N/A
Have you paid any expense in advance that span two financial years? For example: <ul style="list-style-type: none"> • Subscriptions • Insurance • Internet / Phone Access • Legal Fees If so period of times covers _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets SOLD or DISPOSED 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, taken for personal use or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Accounts Payable	Yes	No	N/A
Please supply a list of trade creditors/accounts payable as at 30 June 2016.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a copy of credit card statements up to and including 30 June 2016.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. 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"/>
13. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2016?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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14. Annual Leave / Long Service Leave	Yes	No	N/A
Please provide a schedule of leave entitlements as at 30 June 2016, including: <ul style="list-style-type: none"> Employee Name Number of Days Owed Entitlement \$ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase/ chattel mortgage agreements for any existing loans as at 1 July 2015.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements paid out during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Bank Loans	Yes	No	N/A
Please provide copies of loan statements up to and including 30 June 2016.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new loan was entered into during the year please provide copy of the loan / facility Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 2015.			
17. Other Information – Please list below			

Keypoint Business Consultants

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