



ANNUAL QUESTIONNAIRE 2019 / 2020 YEAR

Name: _____

Postal Address: _____

Physical Address: _____

Phone Number: _____ Mobile Number: _____

Email: _____

Solicitor: _____ Bank Manager: _____

Please complete all appropriate sections of the questionnaire. Please attach additional information if required.

Covid – 19 – did you receive a wage subsidy?

We need to know:

- 1. The amount received**
- 2. Who you applied for**
- 3. Amounts paid out before 31 March 2020**
- 4. Amounts paid out after that date.**

| | |
|--|--|
| Bank Reconciliation | Provide all bank statements from 1 April 2019 to 31 March 2020 (unless we have these in Xero). |
| Accounts Receivable | Provide a list at 31/03/20 showing any rent arrears. |
| Accounts Payable | Provide a list of accounts payable at 31/03/20 showing the date of the invoice, supplier name, amount owed and what you have purchased. |
| Fixed Assets vs Repairs & Maintenance | Review your repairs for any over \$500 and provide any invoices to determine whether this is repairs or a capital item. |
| Term Loans | We will require the statements from the financier for the year or the statement dated 31/03/20. |
| Motor Vehicle Milage | How many km's did you travel to inspect or repair the property. |
| Other Income | We will require the following documentation: <ul style="list-style-type: none">- Donations receipts- RWT certificates- Dividend statements- Any other income you may have received personally |
| Working for Families | If you are entitled to working for families, we will require any changes to children in your care. |
| Income not Banked | Is there any income that was not banked into the business bank account? |
| Expenses Paid in Cash | Details of what you have paid from personal bank accounts or cash. |

Thank you for taking your time to complete this information.