

## ANNUAL QUESTIONNAIRE

**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.***

<b>Bank Reconciliation</b>	Ensure all items in your accounting software are reconciled, print the bank reconciliation, and ensure the balances matches the bank statement.
<b>Accounts Receivable</b>	Follow up any outstanding invoices with outstanding balances of 30+ days and ensure all invoices have been recorded. Provide a list at 31 March.
<b>Bad Debts</b>	Consider whether any accounts receivable is no longer receivable – to claim a tax deduction you need to ensure that the debt is physically written off in your ledger prior to 31 March. Make sure you keep evidence that you have taken reasonable steps to try and recover any bad debts, prior to writing them off.
<b>Accounts Payable</b>	Review your accounts payable to ensure it is correct, any overdue balances are actually outstanding and any payments for 20 <sup>th</sup> April are included.
<b>Fixed Assets</b>	Review your fixed asset schedule and note down any assets you no longer hold, need to be written off or were sold during the financial year. Assets can be written off if: <ul style="list-style-type: none"> <li>- the asset is no longer in use; and</li> <li>- you do not intend to use the asset in future; and</li> <li>- the cost of disposing of the assets is more than its book value.</li> </ul>
<b>Stock on Hand</b>	We will require a list of your stock on hand at 31 March – you should include the name of product, cost (GST exclusive) and number on hand plus a total of all stock on hand (including stock in transit).
<b>Employee Payments</b>	Any amounts owing to employees at year end, including holiday pay, long service leave and bonuses are deductible in the current year as long as they are paid with 63 days of balance date.

<b>Term Loans</b>	We will require the statements from the financier for the year or the statement dated 31 March.
<b>Inter-Entity Balances</b>	If you have loans between other entities, we will require a copy of the other entities accounts to confirm the balances are correct.
<b>Motor Vehicle Logbook</b>	If your business vehicles are available for private use and you have completed your logbook this year (for 3 months) please provide a copy.
<b>New Assets/Liabilities</b>	If you have any other new assets or liabilities, please provide a copy of the documentation.
<b>Structure Changes</b>	If you have changes to your circumstances or your business structure, please provide documentation.
<b>Goods Taken for Private use</b>	If you have used any goods personally provide a list of cost of these goods.
<b>Home Office Expenses</b>	If you have a designated home office space which is used for business purposes, we can claim a portion of the home utilities. Collate the following items: <ul style="list-style-type: none"> <li>- Power</li> <li>- Internet and phone</li> <li>- Rates</li> <li>- Home and Contents Insurance</li> <li>- Rent or Mortgage Interest Payments</li> <li>- Area of your home used for business.</li> <li>- Total area of your home</li> </ul>
<b>Other Income</b>	We will require the following documentation: <ul style="list-style-type: none"> <li>- Donations receipts</li> <li>- Any other income you may have received personally.</li> </ul>
<b>Working for Families</b>	If you are entitled to working for families, we will require any changes to children in your care.
<b>Income not Banked</b>	Is there any income that was not banked into the business bank account?
<b>Expenses Paid in Cash</b>	Details of what you have paid from personal bank accounts or cash.

*Thank you for taking your time to complete this information.*