

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.

Bank Reconciliation	Provide all bank statements from 1 April to 31 March.
Accounts Receivable	Follow up any outstanding invoices with outstanding balances of 30+ days and ensure all invoices have been recorded. Provide a list at 31 March showing date of invoice, customer name and amount owed.
Bad Debts	Consider whether any accounts receivable are no longer receivable – to claim a tax deduction you need to ensure that the debt is physically written off 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.
Accounts Payable	Provide a list of accounts payable at 31 March showing the date of the invoice, supplier name, amount owed and what you have purchased.
Fixed Assets	Review your fixed asset schedule at the back of your financial statements 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"> - the asset is no longer in use; and - you do not intend to use the asset in future; and - the cost of disposing of the assets is more than its book value.
Stock on Hand	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).
Employee Payments	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.
Term Loans	We will require the statements from the financier for the year or the statement dated 31 March.

Inter-Entity Balances	If you have loans between other entities, we will require a copy of the other entities accounts to confirm the balances are correct.
Motor Vehicle Log Book	If your business vehicles are available for private use and you have completed your log book this year (for 3 months) please provide a copy.
New Assets/Liabilities	If you have any other new assets or liabilities, please provide a copy of the documentation.
Structure Changes	If you have changes to your circumstances or your business structure, please provide documentation.
Goods Taken for Private use	If you have used any goods personally provide a list of cost of these goods.
Home Office Expenses	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"> - Power - Internet and phone - Rates - Home and Contents Insurance - Rent or Mortgage Interest Payments - Area of your home used for business - Total area of your home
Other Income	We will require the following documentation: <ul style="list-style-type: none"> - Donations receipts - 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.