

# FINANCIAL STATEMENTS EOFY QUESTIONNAIRE

## 2018 BUSINESS TAX RETURNS & FINANCIAL STATEMENTS

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 by the due date

### **BUSINESS NAME**

ITEM		YES	NO	N/A
First Time Financial Statements & Tax Returns				
If we are preparing your accounts for th Financial Statements, Tax Returns, and A	e first time, please provide copies of your most recent TO Notices of Assessment.			
Computerised Accounts (no nee	d to complete if you use Xero)			
Provide a copy of your computerised da	ta file.			
Name of Program: Version Number:	MYOB / Reckon or other			
Username (if applicable): Password (if applicable):				
Manual Accounts				
Please provide the following information • Reconciled Cashbook (if applications)		П	П	
<ul><li>Cheque payment details</li><li>Deposit details</li></ul>	ible)			
Cash Balances				
Please provide the following information	1 July 2017 to 30 June 2018			



### QUESTIONNAIRE | Financial Statements EOFY

ITEM	YES	NO	N/A
Accounts Receivable			
<ul> <li>Please provide the following information:</li> <li>A list of trade debtor's / accounts receivable as at 30 June 2018.</li> <li>A list of bad debts written off or to be written off.</li> </ul>			
Investments / Property Income			
Please provide details of all investment and rental property <b>INCOME</b> received during the year, including:			
<ul> <li>Dividend Statements</li> <li>Interest Statements</li> <li>Trust Taxation Summaries</li> <li>Rental Property Statements</li> </ul>			
Investments / Property Expenses			
Please provide details of all investment and rental property <b>EXPENSES</b> received during the year, including:  Interest Statements Council & Utility Rates Insurances Rental Property Statements Depreciation Report Travel Expenses New Asset Invoices (TV, Dishwasher)			
Investments / Property Purchases  Please provide details of Investments / Property PURCHASED during the year, including:      Date of Purchase     Cost of Acquisition     Copy of Contract for Purchase     Copy of Settlement Statement			
Investments / Property Sold			
Please provide details of Investments / Property <b>SOLD</b> or <b>DISPOSED</b> during the year, including:			
Stock / Inventory / Work in Progress			
Please advise the value of Stock on hand / Work in Progress as at 30 June 2018. Please tick the valuation method you used: $\Box$ Cost $\Box$ Market $\Box$ Replacement			
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2018 differs from the value at 30 June 2017 by \$5,000 or less.			



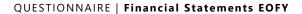
### QUESTIONNAIRE | Financial Statements EOFY

ITEM	YES	NO	N/A
Prepayments  Have you paid any expenses in advance that span two or more financial years? For example:  • Subscriptions • Insurance • Internet / Phone Access • Legal Fees			
If so the time period covered:			
Fixed Assets			
Please provide details of assets <b>PURCHASED</b> during the year, including copy of invoice and estimated useful life, if known.			
Please provide details of assets <b>SOLD</b> or <b>DISPOSED</b> during the year, including date and consideration received.			
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?			
Accounts Payable			
Please provide the following information:  • A list of trade creditors/accounts payable as at 30 June 2018  • A copy of credit card statements up to and including 30 June 2018.			
<b>GST</b> (only if you prepare your own BAS returns)			
Please provide copies of all Business Activity Statements (BAS) lodged during the year.			
Wages / PAYG Withholding / Superannuation			
Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing these on your behalf.			
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2018?			
Annual Leave / Long Service Leave			
Please provide a schedule of leave entitlements as at 30 June 2018, including:  • Employee Name  • Number of Days Owed  • Entitlement \$			



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ITEM	YES	NO	N/A
Leases / Hire Purchase / Chattel Mortgage			
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any <b>NEW AGREEMENTS</b> entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.			
If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase/chattel mortgage agreements for any <b>LOANS ALREADY IN EXISTENCE</b> at 1 July 2017.			
Please provide details for any agreements <b>PAID OUT</b> during the year.			
Please provide details for any agreements <b>REFINANCED</b> during the year.			
Bank Loans			
Please provide copies of loan statements up to and including 30 June 2018.			
If a new loan was entered into during the year, please provide copy of the loan / facility Agreement.			
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 2017.			
OTHER INFORMATION  Please list any other information that you believe may assist us			
To ensure that our records are up to date, please provide us with any UPDATE of the  CONTACT ADDRESS  To ensure we have current records, please provide us with any U			g details
Physical Address		_	
Postal Address			
Email			
Home Phone			
Work Phone			
Mobile Phone			





Please complete the Authorisation below as this allows us to contact necessary organisations, (e.g. your bank or insurance company) to obtain information that is required to complete your Financial Statements or Tax Returns.

# **AUTHORISATION**

I/We authorise Stone Accountants & Advisors to complete the compilation of Financial Statements and Tax Returns for me/us for the 2018 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 do not require Stone Accountants & Advisors to carry out an audit or a review assignment on the Financial Statements produced.

I/we authorise Stone Accountants & Advisors to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

AUTHORISED SIGNATURE(S)		
Date:	Date:	