

Small Business Questionnaire - 2011

I/We hereby instruct you to prepare our Taxation Returns for the financial year ended 30 June 2011.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to carry out the above assignment.

Name: _____ Signature: _____
Date: _____

To ensure that our records are up to date, please assist us by completing the following:

Business name: _____
Business address: _____
Description of business: _____

Financial Health Check Questions	✓ if Yes
Have you reviewed your loan(s) during the last 12 months?	<input type="checkbox"/>
Would you like us to organise a complimentary initial review of your loan(s)?	<input type="checkbox"/>
Have you reviewed all your insurance premiums during the last 12 months?	<input type="checkbox"/>
Would you like us to organise a complimentary initial review of your insurance?	<input type="checkbox"/>
Have you consulted a financial planner during the last 12 months?	<input type="checkbox"/>
Would you like a free initial consultation with a financial planner to discuss your financial goals?	<input type="checkbox"/>
Do you have a will and does it reflect your current situation?	<input type="checkbox"/>
Would you like to be provided with contact details of a solicitor to update your will?	<input type="checkbox"/>

Transactions	✓ if Yes	Amounts \$ / Comments
<i>If using a computer program and providing an electronic version, please provide the following:</i>		
Program name: _____ Version: _____	<input type="checkbox"/>	
Username: _____ Password: _____	<input type="checkbox"/>	
Copies of bank reconciliations as at 30 June 2011	<input type="checkbox"/>	
Copies of bank / credit card statements as at 30 June 2011	<input type="checkbox"/>	
<i>OR if using a computer program but not supplying an electronic version:</i>		
Detailed general ledger from 1 July 2010 to 30 June 2011	<input type="checkbox"/>	
Trial balance from 1 July 2010 to 30 June 2011	<input type="checkbox"/>	

Bank reconciliation as at 30 June 2011.	<input type="checkbox"/>	
OR if not using a computer program:		
Cheque payment details, receipt details, bank reconciliations (if available) and bank statements.	<input type="checkbox"/>	
Accounts Receivable / Payable	<input checked="" type="checkbox"/> if Yes	Amounts \$ / Comments
Please supply a list of trade debtors as at 30 June 2011	<input type="checkbox"/>	
Please supply a list of trade creditors as at 30 June 2011	<input type="checkbox"/>	
Please supply a list of bad debts written off or to be written off at 30 June 2011	<input type="checkbox"/>	
Stock on Hand	<input checked="" type="checkbox"/> if Yes	Amounts \$ / Comments
Please supply the value of stock on hand at 30 June 2011	<input type="checkbox"/>	
Assets	<input checked="" type="checkbox"/> if Yes	Amounts \$ / Comments
<i>Please provide the following details of assets:</i>		
Assets, including plant and equipment acquired during the year including date and cost – please provide copies of invoices. Are these assets new or second hand?	<input type="checkbox"/>	
Details of assets that have been scrapped, taken for personal use or traded in.	<input type="checkbox"/>	
Did you sell any assets such as shares, rental properties etc. during the year? If YES, please include acquisition details (such as settlement statement), sale details and details of any expenditure incurred in relation to the asset that was not claimed as a deduction during the time that you owned the asset.	<input type="checkbox"/>	
Leases and Hire Purchases	<input checked="" type="checkbox"/> if Yes	Amounts \$ / Comments
Please provide details of new leases and /or hire purchase agreements acquired during the year.	<input type="checkbox"/>	
Please provide details of any leases or hire purchase agreements paid out during the year.	<input type="checkbox"/>	
Note: Please provide a copy of the lease and/ or hire purchase agreement.		
External Loans	<input checked="" type="checkbox"/> if Yes	Amounts \$ / Comments
Details of borrowings during the year, including:		
Loan statements detailing interest, repayments, borrowing costs and loan balance at 30 June 2011.	<input type="checkbox"/>	
Salaries, PAYG Withholding & Workcover		
Please supply copies of PAYG Payments Summaries issued at year end, PAYG Payment Summary Statement and workcover reconciliation	<input type="checkbox"/>	
Additional information / notes / queries		