

# FINANCIAL STATEMENTS EOFY QUESTIONNAIRE

## 2020 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:

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ITEM	YES	NO	N/A
<b>First Time Financial Statements &amp; Tax Returns</b>			
If we are preparing your accounts for the first time, please provide copies of your most recent Financial Statements, Tax Returns, and ATO Notices of Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computerised Accounts</b> (no need to complete if you use Xero)			
Provide a copy of your computerised data file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Program:	MYOB / Reckon or other _____		
Version Number:	_____		
Username (if applicable):	_____		
Password (if applicable):	_____		
<b>Manual Accounts</b>			
Please provide the following information:			
Reconciled Cashbook (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheque payment details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deposit details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cash Balances</b>			
Please provide the following information:			
Bank Statements for the period 1 July 2019 to 30 June 2020 (CSV file)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Reconciliation Statement as at 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO	N/A
<b>Accounts Receivable</b>			
Please provide the following information:			
• A list of trade debtor's / accounts receivable as at 30 June 2020.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A list of bad debts written off or to be written off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Investments / Property Income

Please provide details of all investment and rental property **INCOME** received during the year, including:

- |                              |                          |                          |                          |
|------------------------------|--------------------------|--------------------------|--------------------------|
| • Dividend Statements        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Interest Statements        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Trust Taxation Summaries   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rental Property Statements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Expenses

Please provide details of all investment and rental property **EXPENSES** received during the year, including:

- |                                       |                          |                          |                          |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| • Interest Statements                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Council & Utility Rates             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Insurances                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Rental Property Statements          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Depreciation Report                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Travel Expenses                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • New Asset Invoices (TV, Dishwasher) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Purchases

Please provide details of Investments / Property **PURCHASED** during the year, including:

- |                                 |                          |                          |                          |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| • Date of Purchase              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cost of Acquisition           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Contract for Purchase | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Settlement Statement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Investments / Property Sold

Please provide details of Investments / Property **SOLD** or **DISPOSED** during the year, including:

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| • Date of Disposal                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Consideration Received               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Contract for Purchase / Sale | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Settlement Statement         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Stock / Inventory / Work in Progress

Please advise the value of Stock on hand / Work in Progress as at 30 June 2020.

Please tick the valuation method you used:  Cost  Market  Replacement

Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2020 differs from the value at 30 June 2019 by \$5,000 or less.

ITEM	YES	NO	N/A
<b>Prepayments</b>			
Have you paid any expenses in advance that span two or more financial years? For example:			
· Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
· Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
· Internet / Phone Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
· Legal Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so the time period covered: _____			

<b>Fixed Assets</b>			
Please provide details of assets <b>PURCHASED</b> during the year, including copy of invoice and estimated useful life, if known.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of assets <b>SOLD</b> or <b>DISPOSED</b> during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Accounts Payable</b>			
Please provide the following information:			
· A list of trade creditors/accounts payable as at 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
· A copy of credit card statements up to and including 30 June 2020.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>GST</b> (only if you prepare your own BAS returns)			
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Wages / PAYG Withholding / Superannuation</b>			
Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing these on your behalf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2020?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Annual Leave / Long Service Leave</b>			
Please provide a schedule of leave entitlements as at 30 June 2019, including:			
· Employee Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
· Number of Days Owed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
· Entitlement \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO	N/A
<b>Leases / Hire Purchase / Chattel Mortgage</b>			
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 2019.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements <b>PAID OUT</b> during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details for any agreements <b>REFINANCED</b> during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Bank Loans

Please provide copies of loan statements up to and including 30 June 2020.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new loan was entered into during the year, please provide copy of the loan / facility Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 2018.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER INFORMATION** Please list any other information that you believe may assist us

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To ensure that our records are up to date, please provide us with any UPDATE of the following details:

### CONTACT ADDRESS

To ensure we have current records, please provide us with any UPDATE of the following details

**Physical Address**

**Postal Address**

**Email**

**Home Phone**

**Work Phone**

**Mobile Phone**

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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 Zentveld & Lewis to complete the compilation of Financial Statements and Tax Returns for me/us for the 2019 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 Zentveld & Lewis to carry out an audit or a review assignment on the Financial Statements produced.

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

I/We understand that payment of our tax invoice is strictly 7 days from the date of invoice. If the amount payable on the Invoice is not paid within 30 days of the date of that Invoice, then interest will be payable by you on the total unpaid amount calculated 30 days from the date of the Invoice until the actual date of payment at the rate of 24% per annum calculated daily. However, the overdue invoice may be referred to a debt collection agency and/or law firm for collection and we are charged commission and/or disbursements and/or legal fees, you agree that you will be liable to pay as a liquidated debt to us any commission, disbursements and legal fees payable by us.

**Payment in full must be made before we lodge your Tax Return(s) with the ATO.**

### AUTHORISED SIGNATURE(S)

\_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
Date: \_\_\_\_\_