FINANCIAL STATEMENTS **EOFY QUESTIONNAIRE**

2023 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 the first time, please provide copies of your most recent Financial Statements, Tax Returns, and ATO Notices of Assessment. | | | |
| Computerised Accounts (no need to complete if you use Xero or other online accounting system) | | | |
| Please provide a copy of your computerised data file: | | | |
| NAME OF PROGRAM: MYOB / Reckon or other | | | |
| VERSION NUMBER: | | | |
| USERNAME (if applicable) | | | |
| PASSWORD (if applicable) | | | |
| Manual Accounts Please provide the following information: | | | |
| Reconciled Cashbook (if applicable) | | | |
| Cheque payment details | | | |
| Deposit details | | | |
| Cash Balances Please provide the following information for each bank account: | | | |
| Bank Statements for the period 1 July 2022 to 30 June 2023 | | | |
| Bank Reconciliation Statement as at 30 June 2023 | | | |
| Accounts Receivable Please provide the following information: | | | |
| A list of trade debtor's / accounts receivables as at 30 June 2023 | | | |
| A list of bad debts written off or to be written off | | | |
| Investments / Property Income | | | |
| Please provide details of all investment and rental property INCOME received during the year, including: | | | |
| Dividend Statements | | | |
| Interest Statements | | | |

| ITEM | YES | NO | N/A |
|---|-----|----|-----|
| Trust Taxation Summaries | | | |
| Rental Property Statements | | | |
| Investment / Property Expenses | | | |
| Please provide details of all investment and rental property EXPENSES received during the year, including: | | | |
| Interest Statements | | | |
| Council & Utility Rates | | | |
| Insurances | | | |
| Rental Property Statements | | | |
| Depreciation Report | | | |
| Travel Expenses | | | |
| New Asset Invoices (TV, Dishwasher) | | | |
| Investment / Property Sold | | | |
| Please provide details of investment / property SOLD or DISPOSED during the year, including: | | | |
| Date of Purchase | | | |
| Cost of Acquisition | | | |
| Copy of Contract for Purchase | | | |
| Copy of Settlement Statement | | | |
| Stock / Inventory / Work in Progress | | | |
| Please advise the value of Stock on Hand / Work in Progress as at 30 June 2023 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 2023 differs from the value at 30 June 2022 by \$5,000 or less. | | | |
| 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 PURCHASED during the year, including copy of invoice and estimated useful life, if known. | | | |
| Please provide details of assets SOLD or DISPOSED 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 2022 | | | |
| A copy of credit card statements for each card up to and including 30 June 2022 | | | |

| ITEM | YES | NO | N/A |
|--|-------|----|-----|
| GST (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 STP Finalisation Summary or Income Summaries and Year-End Summary Statement submitted to the ATO if we don't prepare these on your behalf. | | | |
| Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank as at 30 June 2023? | | | |
| Annual Leave / Long Service Leave | | | |
| Please provide a schedule of leave entitlements as at 30 June 2023, including: | | | |
| Employee Name | | | |
| Number of Days owed | | | |
| Entitlement \$ | | | |
| Leases / Hire Purchase / Chattel Mortgage | | | |
| Please provide a copy of lease / hire purchase / chattel mortgage agreements for any NEW AGREEMENTS 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 LOANS ALREADY IN EXISTENCE at 1 July 2022. | | | |
| Please provide details for any agreements PAID OUT during the year. | | | |
| Please provide details for any agreements REFINANCED during the year. | | | |
| Bank Loans | | | |
| Please provide copies of loan statements up to and including 30 June 2023. | | | |
| 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 2022. | | | |
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| OTHER INFORMATION Please list any other information that you believe may assis | st 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 (only complete for details that have changed) |
|--|
| 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 insurance company) to obtain information that is required to complete your Financial Statements or Tax Return |
| AUTHORISATION |
| I/We authorise KRS Accountants to complete the compilation of Financial Statements and Tax Returns for me/u for the 2023 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 KRS Accountants to carry out an audit or a review assignment on the Financia Statements produced. |
| I/We authorise KRS Accountants 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: |
| Date: Date: |