

PO Box 104, Mt Hawthorn WA 6519
Phone: 0400 353690

Website: www.ebs-tax.com.au



EL DORADO

BUSINESS SERVICES P/L

Business Income

Help us to help you!

We have developed a questionnaire for you to help organise your end of year records so that we can complete your Business Tax Return & Financial Statements..

It is important that your records are complete and that any supporting documentation is included before forwarding to us. We can spend considerable time on clients' affairs requesting additional information or sorting out queries.

If you supply complete records and information, you could potentially reduce the amount of time we spend completing your tax returns, and hence your overall accounting fee.

The enclosed year-end questionnaire is to help you supply us with all the relevant information to complete your tax returns. Filling in the questionnaire will help you to identify these transactions and any issues you may have overlooked.

There will be several questions that don't apply to you, so simply indicate this with "N/A" for "Not Applicable". Otherwise please complete the questionnaire and ensure you attach all relevant documentation, then sign and date this form below, and return your questionnaire and documentation to us.

Please feel free to contact us if you have any queries or would like any further information.

El dorado Business Services Pty Ltd

I/We hereby instruct you to prepare our Financial Accounts and Taxation Returns

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 complete the above assignment.

Name

Signature

Date

Accounts Preparation - Year End Questionnaire

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

Business/Company Name:								
Person to contact for queries:								
Contact name:								
Address:								
Telephone:	Home		Business		Fax		Mobile	
Email address: <i>(For our records)</i>								
1.	If we are preparing your accounts for the first time:					Yes	No	?
Please provide:								
1.1	Copies of your last financial statements.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	A copy of your last tax return, taxation assessment and PAYG instalment notices.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Copies of any other correspondence with the Tax Office such as objections, penalties, Statement of Account, Garnishee Notice, Final Notice to Lodge.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	If you use a software based bookkeeping system such as MYOB					Yes	No	?
Please provide:								
2.1	Reconciled cash book details on computer disk.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.1	Please provide name of program and version number.							
2.1.2	Please provide password if applicable.							
2.2	Copies of bank reconciliations as at 30 June.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Copies of bank statements as at 30 June.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If you using a manual bookkeeping system					Yes	No	?
3.1	Cheque payment details.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Receipt details.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Bank reconciliations (if available).					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Copies of your bank statements.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.	Credit Cards	Yes	No	?
4.1	Please provide copies of any credit card statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	If you made any business related payments on your personal credit card, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Accounts Receivable	Yes	No	?
5.1	Please supply a list of trade debtors as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Please supply a list of bad debts written off or to be written off at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Accounts Payable	Yes	No	?
6.1	Please supply a list of trade creditors at 30 June, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	June PAYG Withholding paid in July.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Compulsory superannuation contributions unpaid as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For each creditor provide details of the nature of the expense for which the debt is owed.</i>				
7.	Stock	Yes	No	?
7.1	Please supply the value of stock on hand at 30 June, including finished goods, work in progress, raw materials and goods in transit and the method of valuation (cost, market or replacement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Investments	Yes	No	?
8.1	Please supply the following information:			
8.1.1	Schedule of investments held at 30 June, including cash management and term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1.2	Investments acquired during the year, date and cost of acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1.3	Investments sold during the year, date of disposal and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1.4	Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Prepayments	Yes	No	?
9.1	Are there any expenses paid in advance that span two financial years? For example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.1	Subscriptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.2	Maintenance agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.3	Insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.4	Advertising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.5	Internet Access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.6	Retainers paid to barristers or solicitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.7	Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.	Fixed Assets	Yes	No	?
10.1	Please provide the following details of assets:			
10.1.1	Assets acquired during the year including date and cost. Please provide copies of invoices and estimates of useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.2	Details of assets sold during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.3	Details of assets that have been scrapped, taken for personal use or traded in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Capital Gains	Yes	No	?
11.1	Did you sell any assets such as shares, rental properties etc. during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1	Please supply details of the purchase of the asset including a copy of the settlement statement and the purchase contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2	Please supply 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.3	Please supply details of the sale of the asset including a copy of the settlement statement and the sale contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Leases and Hire Purchase	Yes	No	?
12.1	Please provide details of new leases, chattel mortgages or hire purchase agreements acquired during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please provide a copy of the lease, chattel mortgage or hire purchase agreement.</i>				
12.2	Please supply details of any leases, chattel mortgages or hire purchase agreements paid out during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	External Loans	Yes	No	?
13.1	Details of borrowings during the year, including:			
13.1.1	Loan statements detailing interest, repayments and loan balance at the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.2	Details of security provided for the finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.3	Details of borrowing costs incurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Salaries and PAYG Withholdings	Yes	No	?
14.1	Please supply copies of PAYG Payment Summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2	Please supply a copy of your PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Transactions Not Through the Business	Yes	No	?
15.1	Were all sales banked and purchases paid through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16.	Goods and Services Tax	Yes	No	?
16.1	Please supply copies of all Business Activity Statements lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Legal Documents	Yes	No	?
17.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2	Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Private Use	Yes	No	?
18.1	Please provide details and dollar amount of goods taken for private use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please advise whether or not this includes GST.</i>				
19.	Other Information			
If there is any other information that you consider relevant, or you have particular concerns or queries, please provide us with details in the space below. Attach information if applicable.				

Thank you for taking the time to complete this questionnaire. Please submit this questionnaire with source documents to our office.

END OF DOCUMENT