2013 Year End Questionnaire - SMSF

Client Name:		Date:	

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 within four weeks

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

Authorisation

I/We authorise Lindbeck Partners to complete the compilation of Financial Statements and Tax Return for for the 2013 financial year.

I/we authorise Lindbeck Partners Ltd to obtain whatever information is required from third parties to complete the preparation of the 2013 Financial Statements and Tax Return.

Person to Contact with Queries:	
Client Signature:	
Date:	

Update of Address Details

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

Physical Address:	
Postal Address:	
e-mail:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Fax:	

2013 Year End Questionnaire - SMSF

1. First Time Financial Statements & Tax Return	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your Super Fund's last Financial Statements and Tax Return.	☐	☐	☐
2. Computerised Accounts (Note: you do not need to fill this in if you are using XERO)	**Yes**	**No**	**N/A**
Please provide a copy of your computerised data file. Name of Program: (i.e. MYOB or QuickBooks) ________________ Version Number: ________________ Password (if applicable): ________________	☐	☐	☐
3. Manual Accounts	**Yes**	**No**	**N/A**
Please provide the following information: • Reconciled Cashbook (if applicable) • Cheque payment details • Deposit details	☐	☐	☐
4. Cash Balances	**Yes**	**No**	**N/A**
Please provide the following information: • Bank Statements for the period 1 July 2012 to 30 June 2013 • Bank Reconciliation Statement as at 30 June 2013	☐	☐	☐
5. Sundry Debtors	**Yes**	**No**	**N/A**
Please supply a list of sundry debtors as at 30 June 2013.	☐	☐	☐
6. Investments / Property	**Yes**	**No**	**N/A**
Please provide details of all investment and rental property **INCOME** received during the year, including: • Dividend statements • Interest statements • Trust taxation summaries • Rental property statements	☐	☐	☐
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	☐	☐	☐
Please provide details of Investments/Property **SOLD** or **DISPOSED** during the year, including: • date of disposal • consideration received • copy of contract for purchase • copy of settlement statement	☐	☐	☐

2013 Year End Questionnaire - SMSF

7. Fixed Assets	Yes	No	N/A
Please provide details of assets **PURCHASED** during the year, including copy of invoice and estimated useful life.	☐	☐	☐
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 or traded in?	☐	☐	☐
8. Sundry Creditors	**Yes**	**No**	**N/A**
Please supply a list of sundry creditors as at 30 June 2013.	☐	☐	☐
9. GST	**Yes**	**No**	**N/A**
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	☐	☐	☐
10. Super Fund Income	**Yes**	**No**	**N/A**
Please provide the following information (if applicable): • Roll-over notification forms • ETP roll-over statements	☐	☐	☐

11. Other Information – Please list below

END OF DOCUMENT