2014 Financial Statements Year End Questionnaire

Lindbeck partners

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 allows 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 Ltd to complete the compilation of Financial Statements and Tax Returns for me/us for the 2014 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 Lindbeck Partners Ltd to carry out an audit or a review assignment on the Financial Statements produced.

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

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:	

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1. First Time Financial Statements & Tax Returns	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your last Financial Statements, Tax Returns, and ATO Notices of Assessment.	☐	☐	☐

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:** ______________________________ **Username (if applicable):** ______________________________ **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 2013 to 30 June 2014 • Bank Reconciliation Statement as at 30 June 2014	☐	☐	☐

5. Accounts Receivable	Yes	No	N/A
Please supply a list of trade debtors/accounts receivable as at 30 June 2014.	☐	☐	☐
Please provide a list of bad debts written off or to be written off.	☐	☐	☐

6. Investments / Property Income	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	☐	☐	☐

7. Investments / Property Expenses	Yes	No	N/A
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)	☐	☐	☐
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	☐	☐	☐
8. Stock / Inventory / Work in Progress	**Yes**	**No**	**N/A**
Please advise the value of Stock on hand / Work in Progress as at 30 June 2014. Please circle the valuation method you have used: Cost Market Replacement	☐	☐	☐
Alternatively (for small business entities only) please confirm if the estimated value of stock at 30 June 2014 differs from the value at 30 June 2012 by $5,000 or less.	☐	☐	☐
9. Prepayments	**Yes**	**No**	**N/A**
Have you paid any expense in advance that span two financial years? For example: • Subscriptions • Insurance • Internet / Phone Access • Legal Fees If so period of times covers ______________________________	☐	☐	☐
10. Fixed Assets	**Yes**	**No**	**N/A**
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?	☐	☐	☐
11. Accounts Payable	**Yes**	**No**	**N/A**
Please supply a list of trade creditors/accounts payable as at 30 June 2014.	☐	☐	☐
Please provide a copy of credit card statements up to and including 30 June 2014.	☐	☐	☐
12. GST	**Yes**	**No**	**N/A**
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	☐	☐	☐
13. Wages / PAYG Withholding / Superannuation	**Yes**	**No**	**N/A**
Please provide copies of Payment Summaries and Year-End Summary Statement submitted to the ATO should we not be preparing these on your behalf.	☐	☐	☐
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2014?	☐	☐	☐

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14. Annual Leave / Long Service Leave	Yes	No	N/A
Please provide a schedule of leave entitlements as at 30 June 2014, including: • Employee Name • Number of Days Owed • Entitlement $	☐	☐	☐
15. Leases / Hire Purchase / Chattel Mortgage	**Yes**	**No**	**N/A**
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 existing loans as at 1 July 2013.	☐	☐	☐
Please provide details for any agreements paid out during the year.	☐	☐	☐
Please provide details for any agreements refinanced during the year.	☐	☐	☐
16. Bank Loans	**Yes**	**No**	**N/A**
Please provide copies of loan statements up to and including 30 June 2014.	☐	☐	☐
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 2013.			

17. Other Information – Please list below