**Details of the Business/Entity**

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| Financial Year Ended 30 June …. |  |
| Full Legal Name of Entity |  |
| Entity Type (Company/Trust etc) |  |
| Business Trading Name |  |
| Entity/Person To be Billed (if different) |  |
| Contact Person |  |
| Email Address |  |
| Phone Number |  |
| Business Physical Address |  |
| Business Postal Address |  |
| Tax File Number |  |
| ABN |  |
| Bank Account For Any Refunds (mandatory for all clients) | Account Owner:  BSB:  Number: |

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| **Questions – Must Answer All Questions** | **Answer**  **(“Y”, “N” or “N/A”)** | **Provide Comments Where Relevant** |
| Do you use a software product to prepare your bookkeeping records? If so, provide details in the comments to the right. Also provide a backup copy or online login access. |  |  |
| What is the version of the software? Enter in the comments section. |  |  |
| What is the username and password? Enter in the comments section. |  |  |
| Have you reconciled all bank accounts to at least the end of the financial year and checked the balance against the statement? If so, provide a copy of the statement showing the balance at the end of the financial year. |  |  |
| Have you reconciled all credit cards to at least the end of the financial year and checked the balance against the statement? If so, provide a copy of the statement showing the balance at the end of the financial year. |  |  |
| Have you reconciled all bank loans to at least the end of the financial year and picked up all interest, bank charges and loan repayment? If so, provide a copy of the statement showing the balance at the end of the financial year. |  |  |
| Have you run a trade receivables (debtors) report at the end of the financial year and ensured each individual item is correct and the total reconciles to the balance sheet? |  |  |
| Have you written off all bad debts in your accounts receivable? Provide details in the comments of any bad debts you want us to write off that are still shown in the accounts receivable. |  |  |
| Have you run a trade payables (creditors) report at the end of the financial year and ensured each individual item is correct and the total reconciles to the balance sheet? |  |  |
| Have you reconciled any inventory balances at the end of the financial year and written off obsolete items? Provide details in the comments of any items you want us to write off that are still shown in the inventory balances. |  |  |
| Have you reviewed the profit and loss statement on a monthly basis to review and re-allocate private items or unusually high expenses? |  |  |
| Have you ensured that all private items have not had GST claimed? |  |  |
| Have you reviewed the wages and directors fees to ensure that the payroll reports reconcile to the amounts shown on the profit and loss statement? |  |  |
| Have you reviewed the payment summaries (group certificates) to ensure they match the wages reports? |  |  |
| Have you reviewed the profit and loss statement (especially the repairs account) and allocated all capital asset purchases to the correct balance sheet accounts? Don’t worry about depreciation, we will calculate this for you. |  |  |
| Have you ensured that all asset purchases clearly describe the asset being purchased? We will need this detail to calculate the depreciation rate to use. |  |  |
| Did you purchase any assets under a finance agreement during the year? If so please ensure you have provided a copy of the agreement to us. |  |  |
| Did you sell any business assets during the year? If so please provide details in the comments to the right and ensure the sale proceeds can be easily identified in your bookkeeping records. |  |  |
| Did the entity sell any investments (property, shares, trusts, businesses etc) during the year? If so, provide details in the comments and also provide records of the sale documents and original purchase costs and additions. |  |  |
| Have you reviewed the balance sheet at the end of the financial year and ensured each line item makes sense and can be explained? |  |  |
| Do you have any specific questions or issues you want to raise about the tax affairs of the business? |  |  |

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| **Checklist of Information Required**  **Scanned or photocopies. Originals not required.** | **Have you Provided?**  **(“Y” or “N/A”)** | **Provide Comments Where Relevant** |
| Bookkeeping records. E.g. MYOB, Quickbooks, Xero, Spreadsheet etc) |  |  |
| Bank statements showing balance at the end of the financial year for all bank accounts. |  |  |
| Credit card statements showing balance at the end of the financial year for all business credit cards. |  |  |
| Loan statements showing balance at the end of the financial year for all bank loans. |  |  |
| For any bank accounts, credit cards or loans closed during the year, provide statement showing the account balance being reduced to nil. |  |  |
| A full list of trade receivables (debtors) including names and amounts (including GST) unless clearly shown in your bookkeeping software. |  |  |
| A full list of trade payables (creditors) including names, purpose and amounts (including GST) unless clearly shown in your bookkeeping software. |  |  |
| A full list of inventory (stock) including items and amounts (excluding GST) unless clearly shown in your bookkeeping software. |  |  |
| A copy of all annual payment summaries issued to employees as well as the annual summary. |  |  |
| Copies of finance contracts for any new lease, hire purchase, chattel mortgage or equipment loan taken out during the year. |  |  |
| Copies of contracts and settlement statements for any properties purchased or sold during the year. |  |  |
| Copies of contracts and settlement statements for any shares or other investments purchased or sold during the year. |  |  |
| Any other documents, records or explanations to help explain any unusual or significant transactions during the year. |  |  |
| If Climax Business Strategies did not prepare the financial statements or tax return for the previous year please provide full copies of both. |  |  |

**Declaration**

In signing this declaration you understand that you must return a completed questionnaire for each entity and individual before Climax Business Strategies can prepare a fixed price proposal to undertake any agreed work. You understand that you are under no obligation at all until you receive, sign and return the subsequent fixed price proposal. All questions must be answered with either “Y”, “N” or “N/A” for the questionnaire to be valid.

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| **Name of Authorised Person** |  | |
| **Signature** |  | *🡨 (If returning in word format type “Authorised”)* |
| **Date** |  | |