

## YEAR END ACCOUNTS

### WHAT WE NEED TO COMPLETE YOUR YEAR END ACCOUNTS

Please complete this questionnaire to ensure you provide us with the information required to prepare your year end accounts as accurately and efficiently as possible.

**Entity name:** \_\_\_\_\_  
**2011**

**Year end: 30 June**

1.0	Cash Balances	Yes	No
1.1	Reconciled cash book details on computer disk (MYOB Data File);	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of 30 June bank reconciliation; and	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of 30 June bank statement	<input type="checkbox"/>	<input type="checkbox"/>
OR			
1.2	Financial Statements;	<input type="checkbox"/>	<input type="checkbox"/>
	General Ledger;	<input type="checkbox"/>	<input type="checkbox"/>
	Trial Balance and Bank Reconciliation for each bank account	<input type="checkbox"/>	<input type="checkbox"/>
OR			
1.3	If not using a computer program:		
	Cheque payment details;	<input type="checkbox"/>	<input type="checkbox"/>
	Receipt details;	<input type="checkbox"/>	<input type="checkbox"/>
	Bank reconciliation (if available); and	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of 30 June Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Petty Cash	Yes	No
2.1	Balance of petty cash at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Debtors	Yes	No
3.1	List of trade debtors at 30 June;	<input type="checkbox"/>	<input type="checkbox"/>
3.2	List of bad debts (to be) written off at 30 June;	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Details of any provision for doubtful debts	<input type="checkbox"/>	<input type="checkbox"/>

<b>4.0 Investments</b>		<b>Yes</b>	<b>No</b>
4.1	Schedule of investments held at 30 June, including cash management & term deposit accounts;	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Investments acquired during the year, date and cost of acquisition	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Investments sold during the year, date of disposal and consideration received. We will also need you to bring in details of the original purchase of the investment including its cost and date of purchase.	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.0 Stock</b>		<b>Yes</b>	<b>No</b>
5.1	Value of stock on hand at 30 June, including finished goods, WIP, raw materials and goods in transit and the method of valuation (Cost, Market or Replacement).	<input type="checkbox"/>	<input type="checkbox"/>
	Note: Please contact us if you would like to discuss valuation issues.		
<b>6.0 Creditors</b>		<b>Yes</b>	<b>No</b>
6.1	List of trade creditors at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Credit Card Statements up to and including 30 June	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Compulsory superannuation unpaid as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.0 GST</b>		<b>Yes</b>	<b>No</b>
7.1	Copies of all BAS's lodged during the year	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Copies of your GST Reconciliations	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.0 Annual Leave/Long Service Leave</b>		<b>Yes</b>	<b>No</b>
8.1	Schedule of annual leave entitlements as at 30 June, as follows: Employee      Number of days owed      \$ Entitlement	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Schedule of long service leave entitlements as at 30 June, as follows: Employee      Number of days owed      \$ Entitlement	<input type="checkbox"/>	<input type="checkbox"/>

<b>9.0</b>	<b>Leases/Hire Purchases</b>	<b>Yes</b>	<b>No</b>
9.1	Details of new leases/hire purchase agreements acquired during the year. Please provide a copy of the lease/hire purchase agreement.	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Details of any payout on leases/hire purchases during the year	<input type="checkbox"/>	<input type="checkbox"/>
<b>10.0</b>	<b>Fixed Assets</b>	<b>Yes</b>	<b>No</b>
10.1	Details of 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"/>
10.2	Details of assets sold during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Details of assets scrapped/taken for personal use/traded in	<input type="checkbox"/>	<input type="checkbox"/>
<b>11.0</b>	<b>Extended Loans</b>	<b>Yes</b>	<b>No</b>
11.1	Details of borrowings during the year, including:-		
11.1.1	Loan statements (detailing interest, repayments and loan balance at 30 June)	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2	Details of security provided for the finance	<input type="checkbox"/>	<input type="checkbox"/>
<b>12.0</b>	<b>Salary/PAYG Withholding</b>	<b>Yes</b>	<b>No</b>
12.1	Copy of PAYG Payment summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Copy of PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>
<b>13.0</b>	<b>Prepayments</b>	<b>Yes</b>	<b>No</b>
13.1	Are there any expenses paid for in advance that span two financial years? For example:	<input type="checkbox"/>	<input type="checkbox"/>
13.1.1	Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
13.1.2	Maintenance agreements	<input type="checkbox"/>	<input type="checkbox"/>
13.1.3	Insurance (Do not include Workers Compensation Insurance)	<input type="checkbox"/>	<input type="checkbox"/>
13.1.4	Advertising	<input type="checkbox"/>	<input type="checkbox"/>
13.1.5	Internet Access	<input type="checkbox"/>	<input type="checkbox"/>
13.2	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"/>

<b>14.0</b>	<b>Transactions Not Through the Business</b>	<b>Yes</b>	<b>No</b>
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14.1	Were all sales and purchases banked through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>
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14.2	If not, please provide details as to how these funds were applied.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>15.0</b>	<b>Legal documents</b>	<b>Yes</b>	<b>No</b>
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15.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>
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15.2	Please also include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>16.0</b>	<b>Private Use</b>	<b>Yes</b>	<b>No</b>
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16.1	Details and dollar amount of goods taken for private use. Please advise whether or not this includes GST.	<input type="checkbox"/>	<input type="checkbox"/>
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16.2	An estimate of % private use on expenses such as, telephone, internet costs.	<input type="checkbox"/>	<input type="checkbox"/>
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16.3	Please provide a copy of your current Log Book to establish the private use % of your Motor Vehicle expenses.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>17.0</b>	<b>Other Information</b>	<b>Yes</b>	<b>No</b>
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17.1	If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details in the space below. Attach information if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>18.0</b>	<b>Timing</b>	<b>Yes</b>	<b>No</b>
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18.1	Please indicate when the accounts are required to be completed:		
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18.2	Are these accounts required for a finance application?	<input type="checkbox"/>	<input type="checkbox"/>
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**Your Next Steps**

Thank you for investing the time to complete this questionnaire. Please ensure you attach all relevant documentation to the questionnaire, then sign and date this form below, and return your questionnaire and documentation to us as soon as possible.

If you have any queries or concerns, please do not hesitate to contact us.

**To: DN BELL & ASSOCIATES**

*I hereby instruct you to prepare our Financial Statements and Taxation Returns for the year ended 30 June 2011. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements. 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 in order to carry out the above assignment.*

Entity Name: .....

Your Name: .....

Signature: ..... Date: .....

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