FINANCIAL STATEMENTS
EOFY QUESTIONNAIRE

2020 BUSINESS TAX RETURNS & FINANCIAL STATEMENTS

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 by the due date

BUSINESS NAME

ITEM	YES	NO	N/A
First Time Financial Statements & Tax Returns If we are preparing your accounts for the first time, please provide copies of your most recent Financial Statements, Tax Returns, and ATO Notices of Assessment.	☐	☐	☐
Computerised Accounts (no need to complete if you use Xero) Provide a copy of your computerised data file. Name of Program: ____________________ MYOB / Reckon or other ________________________________ Version Number: ____ Username (if applicable): ____ Password (if applicable): ____	☐	☐	☐
Manual Accounts Please provide the following information: • Reconciled Cashbook (if applicable) • Cheque payment details • Deposit details	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Cash Balances Please provide the following information: • Bank Statements for the period 1 July 2019 to 30 June 2020 • Bank Reconciliation Statement as at 30 June 2020	☐	☐	☐

© 2020 Scanlon Richardson Financial Group | Last Updated 11 August 2020

ITEM	YES	NO	N/A
	☐	☐	☐

Accounts Receivable

Please provide the following information:

	YES	NO	N/A
• A list of trade debtor's / accounts receivable as at 30 June 2020.	☐	☐	☐
• A list of bad debts written off or to be written off.	☐	☐	☐

Investments / Property Income

Please provide details of all investment and rental property **INCOME** received during the year, including:

	YES	NO	N/A
• Dividend Statements	☐	☐	☐
• Interest Statements	☐	☐	☐
• Trust Taxation Summaries	☐	☐	☐
• Rental Property Statements	☐	☐	☐

Investments / Property Expenses

Please provide details of all investment and rental property **EXPENSES** received during the year, including:

	YES	NO	N/A
• Interest Statements	☐	☐	☐
• Council & Utility Rates	☐	☐	☐
• Insurances	☐	☐	☐
• Rental Property Statements	☐	☐	☐
• Depreciation Report	☐	☐	☐
• Travel Expenses	☐	☐	☐
• New Asset Invoices (TV, Dishwasher)	☐	☐	☐

Investments / Property Purchases

Please provide details of Investments / Property **PURCHASED** during the year, including:

	YES	NO	N/A
• Date of Purchase	☐	☐	☐
• Cost of Acquisition	☐	☐	☐
• Copy of Contract for Purchase	☐	☐	☐
• Copy of Settlement Statement	☐	☐	☐

Investments / Property Sold

Please provide details of Investments / Property **SOLD** or **DISPOSED** during the year, including:

	YES	NO	N/A
• Date of Disposal	☐	☐	☐
• Consideration Received	☐	☐	☐
• Copy of Contract for Purchase / Sale	☐	☐	☐
• Copy of Settlement Statement	☐	☐	☐

Stock / Inventory / Work in Progress

	YES	NO	N/A
Please advise the value of Stock on hand / Work in Progress as at 30 June 2020. Please tick the valuation method you used: ☐ Cost ☐ Market ☐ Replacement	☐	☐	☐
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2020 differs from the value at 30 June 2019 by $5,000 or less.	☐	☐	☐

© 2020 Scanlon Richardson Financial Group | Last Updated 11 August 2020

ITEM	YES	NO	N/A
Prepayments			
Have you paid any expenses in advance that span two or more financial years? For example:			
• Subscriptions	☐	☐	☐
• Insurance	☐	☐	☐
• Internet / Phone Access	☐	☐	☐
• Legal Fees	☐	☐	☐
If so the time period covered: ______________________________			
Fixed Assets			
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?	☐	☐	☐
Accounts Payable			
Please provide the following information:			
• A list of trade creditors/accounts payable as at 30 June 2020	☐	☐	☐
• A copy of credit card statements up to and including 30 June 2020.	☐	☐	☐
GST (only if you prepare your own BAS returns)			
Please provide copies of all Business Activity Statements (BAS) lodged during the year.	☐	☐	☐
Wages / PAYG Withholding / Superannuation			
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 2020?	☐	☐	☐
Annual Leave / Long Service Leave			
Please provide a schedule of leave entitlements as at 30 June 2020, including:			
• Employee Name	☐	☐	☐
• Number of Days Owed	☐	☐	☐
• Entitlement $	☐	☐	☑

© 2020 Scanlon Richardson Financial Group | Last Updated 11 August 2020

ITEM	YES	NO	N/A
Leases / Hire Purchase / Chattel Mortgage			
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 **LOANS ALREADY IN EXISTENCE** at 1 July 2019.	☐	☐	☐
Please provide details for any agreements **PAID OUT** during the year.	☐	☐	☐
Please provide details for any agreements **REFINANCED** during the year.	☐	☐	☐
Bank Loans			
Please provide copies of loan statements up to and including 30 June 2020.	☐	☐	☐
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 2019.	☐	☐	☐

OTHER INFORMATION

Please list any other information that you believe may assist us

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

CONTACT ADDRESS

To ensure we have current records, please provide us with any UPDATE of the following details

Physical Address	
Postal Address	
Email	
Home Phone	
Work Phone	
Mobile Phone	

© 2020 Scanlon Richardson Financial Group | Last Updated 11 August 2020

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

AUTHORISATION

I/We authorise Scanlon Richardson Financial Group to complete the compilation of Financial Statements and Tax Returns for me/us for the 2020 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 Scanlon Richardson Financial Group to carry out an audit or a review assignment on the Financial Statements produced.

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

AUTHORISED SIGNATURE(S)

Date: Date:

© 2020 Scanlon Richardson Financial Group | Last Updated 11 August 2020