

ANNUAL CLIENT QUESTIONNAIRE - Non Individual /Sole Trader /Rental

Entity Name:		
Phone Number:		Year End:
Email Address:		

Instructions:

Please tick all sections either **YES** or **NO**.

Important: Where you tick **YES** please provide details (a schedule is provided on page 3).

When you have completed the questionnaire please **sign and date** the last page as well.

1. Accounts Receivable	YES	NO
Did your business have money owed from customers at balance date?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
If yes, are all accounts receivable included in your accounting software (Xero etc)?		
Where not included in your software, please provide details in schedule 1.		Amount incl GST

2. Accounts Payable	YES	NO
Did your business owe money to suppliers at balance date?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
If yes, are all your accounts payable included in your accounting software (Xero etc)?		
Where not included in your software, please provide details in schedule 1.		Amount incl GST

3. Assets
Please provide invoices for all asset purchases (over \$500 GST excl). Advise of any assets lost, sold, scrapped or no longer on hand. Please check last year's schedule for any obsolete items.

4. Stock	YES	NO
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Did your business have Stock on hand or Work in Progress at balance date? ☐ ☐
 If yes, please list here or provide a schedule.

Amount excl GST

Stock on hand (Finished goods to be sold to customers) _____

Work in progress (Unfinished goods/services that will be sold to customers once finished) _____

5. Hire Purchase and Finance Leases	YES	NO
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Did your business enter into any HP's or Leases? ☐ ☐
 If yes, please provide all documentation.

6. Loan Statements	YES	NO
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Did your business have any loans? ☐ ☐
 Please provide statements for entire financial year.

7. Vehicle Expenses	YES	NO
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Is your vehicle owned privately and used for business purposes? ☐ ☐

Is your vehicle owned by the business and used privately? ☐ ☐

Did you keep a log book for the year? ☐ ☐

Where you have multiple vehicles, please detail in Schedule 1.

8. Home Office Expenses

Has your home office (including garaging) area changed since last year? ☐ ☐
 If yes, please provide details of new area in Schedule 1.

Please provide a list of annual expenses.

Insurance _____

Rent _____

Interest _____

Telephone _____

Rates _____

Repairs and maintenance _____

Electricity _____

9. Private use	YES	NO
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Were any goods or cash taken for your own use during the year? ☐ ☐
 If yes, please provide details.

Have any assets been used privately? If yes, please provide a schedule.

Yes

No

□

Yes

No

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Please provide policies and premium break downs to support all insurance payments.
Please include details in schedule 1.

Please use this schedule to provide answers to questions above and for any further information you think may be relevant.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Entity Name: _____

Year End: _____

14. Declaration

- a) I confirm that I have provided you with all the relevant information for the preparation of my financial statements and tax returns. I understand that the financial statements are intended for my use only and should not be relied on for any other purpose.
- b) I accept responsibility for the accuracy and completeness of the information supplied. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance around my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for any losses, claims, and demands by any third party.
- c) I accept responsibility for any failure by me to supply all relevant records and information to you for the preparation of the financial statements. I understand that the onus for tax liability ultimately rests with me and that I am accountable for meeting my tax liabilities.
- d) I accept your fees are normally based on hours worked, charged at rates appropriate to the work performed and the levels of expertise required. All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I signed when I became a client.
- e) I also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.
- f) You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.
- g) I accept that it is my responsibility to advise you of all relevant transactions on a timely basis as well as retain valid tax invoices that comply with the GST legislation.

Name: _____

Signed: _____

Date: _____

Thank you for completing this questionnaire. Your time is much appreciated.