

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 all **relevant documents**.

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

| 1. Accounts Receivable | YES | NO |
|--|--------------------------|--------------------------|
| Did this business have money owed from customers at balance date? If yes, please list here or provide a schedule | <input type="checkbox"/> | <input type="checkbox"/> |
| Amount incl GST | | |
| | | |
| | | |
| 2. Accounts Payable | YES | NO |
| Did this business owe money to suppliers at balance date? If yes, please list here or provide a schedule | <input type="checkbox"/> | <input type="checkbox"/> |
| Amount incl GST | | |
| | | |
| | | |
| 3. Unpresented Cheques | YES | NO |
| Did this business have unpresented cheques at balance date? If yes, please list here or provide a schedule | <input type="checkbox"/> | <input type="checkbox"/> |
| Amount incl GST | | |
| | | |
| | | |
| 4. 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 2016 schedule enclosed for any obsolete items. | | |
| | | |
| | | |

| | | |
|-----------------|------------|-----------|
| 5. Stock | YES | NO |
|-----------------|------------|-----------|

Did this 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) _____

| | | |
|--|------------|-----------|
| 6. Hire Purchase and Finance Leases | YES | NO |
|--|------------|-----------|

Did this business enter into any HP's or Leases?
 If yes please provide all documentation

| | | |
|---------------------------|------------|-----------|
| 7. Loan Statements | YES | NO |
|---------------------------|------------|-----------|

Did this business have any loans?
 Please provide statements for entire financial year.

| | | |
|----------------------------|------------|-----------|
| 8. Vehicle Expenses | YES | NO |
|----------------------------|------------|-----------|

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?

| |
|--------------------------------|
| 9. Home Office Expenses |
|--------------------------------|

Please advise of any changes from previous year. Please provide a list of expenses.

| | |
|-------------------|-------------------------------|
| Insurance _____ | Rent _____ |
| Interest _____ | Telephone _____ |
| Rates _____ | Repairs and maintenance _____ |
| Electricity _____ | |

| | | |
|------------------------|------------|-----------|
| 10. Private use | Yes | No |
|------------------------|------------|-----------|

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

| 11. Cash jobs | Yes | No |
|----------------------|------------|-----------|
|----------------------|------------|-----------|

Did you do any jobs for cash during the year?
If yes please provide a schedule

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

| 12. Business expenses paid personally | Yes | No |
|--|------------|-----------|
|--|------------|-----------|

Did you pay for any business related expenses from your own personal funds during the year?
If yes please provide details

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

| 13. Other | Yes | No |
|------------------|------------|-----------|
|------------------|------------|-----------|

Is there any other information you think is relevant to the preparation of your financial statements and tax return which is not included in the above questionnaire?
If yes please provide details

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

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 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.