ROCG

ASIA PACIFIC | AMERICAS | EUROPE

2018 Financial Statements
Year End Questionnaire

Business / Entity Name:

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 within four weeks

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

Authorisation

I/We authorise ROCG Perth (Insight Business Partners Pty Ltd) to complete the compilation of Financial Statements and Tax Returns for me/us for the 2018 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 ROCG Perth (Insight Business Partners Pty Ltd) to carry out an audit or a review assignment on the Financial Statements produced.

I/we authorise ROCG Perth (Insight Business Partners Pty Ltd) to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Signature: ....

Date: ....

1. Computerised Accounts	Yes	No	N/A
Please provide a copy of your computerised data file via our **Client Portal**. If you are using a **cloud/live version of MYOB or Xero**, you will need to add us as your Advisor, if you haven't already done so. Please contact Roxy from our office if you are unsure how to do this.			
Name of Program: (e.g. MYOB or QuickBooks)			
Version Number:			
Password (if applicable):			

2. Manual Accounts	Yes	No	N/A
Please provide the following information: • Reconciled Cashbook (if applicable)			

3. Cash Balances	Yes	No	N/A
Please provide the following information: • Bank Statements showing the balance at 30 June 2018 for all bank accounts			

4. Accounts Receivable	Yes	No	N/A
Please supply a list of trade debtors as at 30 June 2018 (if manual system kept).			
Please provide a list of bad debts written off or to be written off.			

5. Investments / Property Expenses	Yes	No	N/A
Please provide details of all investment and rental property **INCOME** received and **EXPENSES paid** during the year, including: • Dividend • Interest Statements • Trust Taxation Summaries • Rental Property Annual Statements • Council & Utility Rates • Depreciation Report • Travel Expenses • New Assets Invoices			
Please provide details of Investments/Property **PURCHASED** during the year, including: • date of purchase • cost of acquisition • copy of signed offer and acceptance document • copy of settlement statement			
Please provide details of Investments/Property **SOLD** or **DISPOSED** during the year, including: • copy of signed offer and acceptance document • copy of settlement statement			

6. Stock / Inventory / Work in Progress	Yes	No	N/A
Please confirm the value of Stock on hand / Work in Progress as at 30 June 2018			
Please confirm the valuation method you have used: ☐ Cost ☐ Market ☐ Replacement			
Alternatively, please confirm the value of stock at 30 June 2018 does not exceed the value at 30 June 2017 by more than $5,000			

7. Prepayments	Yes	No	N/A
Have you paid any expense in advance that span two financial years? For example: • Subscriptions • Insurance • Internet / Phone Access • Legal Fees Please provide details if the annual turnover is greater than $10m			

8. Fixed Assets	Yes	No	N/A
Please provide details of assets **PURCHASED** during the year, including copy of invoice and estimated useful life.			
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?			

9. Accounts Payable	Yes	No	N/A
Please supply a list of trade creditors as at 30 June 2018 (if manual system kept).			
Please provide a copy of credit card statements showing the balance at 30 June 2018.			

10. Annual Leave / Long Service Leave	Yes	No	N/A
Please provide a schedule of leave entitlements as at 30 June 2018, including: • Employee Name • Number of Days Owed • Entitlement $			

11. Wages / PAYG Withholding / Superannuation	Yes	No	N/A
Please provide copies of Payment Summaries and Year-End Summary Statement (if prepared manually)			
Please confirm superannuation payable at 30 June 2018.			

12. Leases / Hire Purchase / Chattel Mortgage	Yes	No	N/A
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any new agreements entered into during the year			
If we are preparing your accounts for the first time, please provide a copy of lease/hire purchase/chattel mortgage agreements for any existing loans			
Please provide details for any agreements paid out during the year			
Please provide details for any agreements refinanced during the year			
13. Bank Loans	**Yes**	**No**	**N/A**
Please provide copies of loan statements showing the balance at 30 June 2018			
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			

Update of Address Details

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

Person to Contact with Queries:	
Physical Address:	
Postal Address:	
Primary Email:	
Alternate Email:	
Other Email:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Fax:	
Website:	
Facebook Page:	
Twitter Profile:	
LinkedIn Company Page:	

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