

**CLIENT BUSINESS QUESTIONNAIRE**

**Client Name:** ..... **Balance Date:** .....

To enable us to complete your Financial Statements, please answer ALL questions. Where lists of information are required, please attach a separate schedule or write on the back of the form.

	Yes	No	Details
<b>GST:</b> If not done by us, provide copies of worksheets and returns.			
<b>WAS ALL INCOME BANKED INTO YOUR BUSINESS ACCOUNT?</b> If no, please provide details. Eg. cash retained for personal use.			
<b>HP's, LOAN DETAILS, FINANCE COMPANY BORROWINGS:</b> Copies of hire purchase and loan agreements.			
<b>HAVE YOU PURCHASED/SOLD/DISPOSED OF ANY ASSETS OVER \$1000?</b> Details/ Invoices of cost, selling price and <u>trade-in value</u> .			
<b>REPAIRS &amp; MAINTENANCE:</b> Please provide details of any significant repairs and maintenance.			
<b>LEGAL FEES:</b> Solicitor's statements/invoices.			
<b>HAVE ANY BUSINESS EXPENSES BEEN PAID FROM PRIVATE ACCOUNTS?</b> Provide details.			
<b>HAVE YOU MADE ANY LOANS TO OTHER PARTIES?</b> Provide details.			
<b>HAVE THERE BEEN ANY SIGNIFICANT CHANGES TO YOUR BUSINESS DURING THE PAST YEAR?</b> Provide details.			

	Value	Details
<b>STOCK ON HAND:</b> The Cost the end of the financial year, <u>excl GST</u> .	\$..... .	
<b>WORK IN PROGRESS:</b> If applicable, this must be valued – please contact us if you have any queries.	\$..... .	
<b>VEHICLE LOG BOOK:</b> Please provide your log book for business/private running.	.....% Business .....% Private	
<b>CASH ON HAND:</b> Unbanked cash.	\$..... .	
<b>GOODS FOR OWN USE:</b> Advise the value of goods taken from the business for your own use. Cost price, excluding GST	\$..... .	

	Tick	Details
<b>ACCOUNTS RECEIVABLE:</b> Complete attached schedule.		

<b>ACCOUNTS PAYABLE:</b> Complete attached schedule.		
<b>DONATIONS:</b> Enclose receipts.		
<b>INTEREST &amp; DIVIDENDS:</b> Enclose RWT Certificates, Statements etc.		
<b>OTHER TAXABLE INCOME:</b> Enclose details on any other taxable income, eg Rental Income, Trust Income. Please contact our office if you are unsure.		
<b>DO YOU RECEIVE WORKING FOR FAMILIES TAX CREDITS:</b>		
<b>IF YOU ARE A MYOB CLIENT, What version of MYOB are you using?</b>		

<p><b>HOME OFFICE EXPENSES (Office, workshop or storage area):</b> Please advise expenses.</p> <p><b><u>Expenses</u></b></p> <table style="width: 100%;"> <tr><td>Insurance</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Mortgage Interest</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Rent</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Power &amp; Gas</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Rates</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Repairs</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>Other</td><td style="text-align: right;">\$ _____</td></tr> <tr><td><b>TOTAL:</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> </table>	Insurance	\$ _____	Mortgage Interest	\$ _____	Rent	\$ _____	Power & Gas	\$ _____	Rates	\$ _____	Repairs	\$ _____	Other	\$ _____	<b>TOTAL:</b>	<b>\$ _____</b>	<p><b>Area of home for office:</b></p> <p>.....sqm</p> <p><b>Total area of home:</b></p> <p>..... sqm</p> <p>.....%</p>	
Insurance	\$ _____																	
Mortgage Interest	\$ _____																	
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Power & Gas	\$ _____																	
Rates	\$ _____																	
Repairs	\$ _____																	
Other	\$ _____																	
<b>TOTAL:</b>	<b>\$ _____</b>																	

**ACCOUNTS RECEIVABLE at.....**

Please provide a list of people who owed you money at balance date. Provide details of these amounts are not normal trading debts.

Is GST included in these amounts?                  YES / NO

Name	Month Invoiced	Amount \$
		\$ _____

**ACCOUNTS PAYABLE at .....**

Please provide a list of people to whom you owed money at balance date. Provide details of what the payments were for in the Service column, eg purchases, stationery, etc.

Is GST included in these amounts?                  YES / NO

