



## Business - Year End Questionnaire 2019

This Business -Year End Questionnaire is designed to save you time and money.

The effort you invest to complete this questionnaire will be repaid because we'll be able to complete your accounts accurately and efficiently, saving you unnecessary fees that might otherwise be incurred if we have to come back to you multiple times requesting more information.

**Your next steps:**

**Please complete this questionnaire (one for each entity) and ensure you attach all relevant documentation, then sign and date this form below, and return your questionnaire and documentation to us by;**

1. Email by return or alternatively email to [clientcare@mckinleyplowman.com.au](mailto:clientcare@mckinleyplowman.com.au)
2. Delivering information to Level 2, 5 Davidson Terrace, Joondalup WA 6027; or
3. Posting information to PO Box 635, Joondalup WA 6919; or
4. Telephone our office on 9301 2200 to arrange an appointment at a time convenient to you.

If you have any queries or concerns, please do not hesitate to contact us.

**Timing:**

Please indicate when you require the accounts to be completed:

1. No hurry, just meet Australian Tax Office (ATO) lodgement deadline?
2. For finance application? Date required:
3. Other (please specify)? Date Required:

*I/We hereby instruct you to prepare our Financial Accounts and Taxation Returns for the financial year ended 30 June 2019.*

*I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.*

*You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to complete the above assignment.*

Name:

Date:

**To ensure that our records are up to date, please assist us by confirming and/or completing the following:**

Entity name:							
Postal address:							
Telephone:	Home		Business		Fax		Mobile
Email address: (For our records)							

Please use this questionnaire as it outlines essential year end procedures and documents McKinley Plowman (MP+) requires at year end. It consists of 3 steps:

- 1) Year end bookkeeping procedures checklist.
- 2) Document checklist.
- 3) Ways you can provide MP+ the above information

Please ensure all steps and questions have been addressed to avoid delays.

## (1) Year-end bookkeeping procedures

Please work through the checklist below, ensuring each item has been addressed.

Item	Tick when complete	N/A
1. If you have received any adjusting/reconciling journals for the previous year end, please ensure they are entered before proceeding.		
2. Ensure all bank accounts are reconciled to 30 June.  For any irreconcilable items, please provide explanatory details.		
3. Ensure all creditors and debtors are reconciled to the 30 June, and that no out of balance amounts exist (reconciliation total should match the balance sheet). Please address any discrepancies found.		
4. If possible, please perform an annual GST reconciliation at 30 June to reconcile the BAS' lodged to the GST recorded within the bookkeeping system. Please address any discrepancies found.  Please provide this reconciliation in a spreadsheet if possible.		
5. If possible and applicable, please perform an annual payroll reconciliation to reconcile wages, PAYG and superannuation as recorded in the bookkeeping system, to PAYG Payment Summaries issued to employees, and wage reporting amounts contained in the lodged BAS'. Please address any discrepancies found.  Please provide this reconciliation in a spreadsheet if possible.		
6. If you employ 20 or more staff, please ensure you have reported through Single Touch Payroll (STP) or have applied for a later start date (i.e. applied for a deferral). If you do not have a deferral in place, you may apply using the ATO Business Portal, or alternatively we can apply for a deferral on your behalf. If this is required, please provide details regarding the reasons why you are not able to start reporting through STP (e.g. not being able to get ready by your software provider's deferred start date; transitioning to a new STP-enabled solution; using customised payroll software and you need time to test and configure the product; etc.)		

<p>7. Please ensure any balance at 30 June in the ATO integrated client account, or income tax account, is reconciled and reflected on the balance sheet in the bookkeeping system.</p>		
<p>8. Check for any creditors and debtors that are over 90 days owing, and for any identified please confirm if these are still recoverable. Should any be bad debts? Please write these off prior to passing to MP+.</p>		
<p>9. Invoices: Have you invoiced all of your customers for work you've done, and received all invoices for items purchased? If not, please follow up these invoices and enter them.</p>		
<p>10. Inventory or stock on hand. If applicable, please verify your inventory balance is correctly reported on your balance sheet. The best way to do this is to have an accurate count as of 30 June, and use any inventory system within your bookkeeping software.</p>		
<p>11. Work in progress. If applicable, please provide an estimated value of work in progress at 30 June.</p>		
<p>12. Please ensure all capital purchases have adequate descriptions contained within the book keeping memo.</p> <p>If motor vehicles have been purchased or disposed of during the year, please ensure dates are accurate and registration details are stated.</p>		
<p>13. Please ensure all expenses categorised as repairs and maintenance have adequate descriptions contained within the memo, briefly outlining the nature of the repair.</p>		
<p>14. If multiple business vehicles are owned, please ensure all motor vehicle expense memos have identifying information that can be used to match the expense to a specific motor vehicle (e.g. registration, insurance, repairs and maintenance, fuel).</p> <p>For fuel expenses, if the inclusion of a memo is not possible (e.g. a fuel credit account is used), please provide an estimated percentage of fuel usage for each vehicle.</p>		
<p>15. For any potential prepaid expenses (e.g. insurance, advertising or subscriptions that straddle 2 financial years), please provide within the bookkeeping memo the date range each expense covers.</p>		
<p>16. Please ensure adequate memo description for each expense categorised as entertainment or staff amenities.</p>		
<p>17. Finally, lock your bookkeeping system at 30 June after providing to MP+ to prevent subsequent unintended changes.</p>		

## (2) Documents we will require from you.

Please work through the checklist below, ensuring each item has been addressed.

Item	Tick when complete	N/A
<p>1. <b>Data</b> - Provide a copy of your reconciled data file and note the following details :-</p> <p>Program Name and Version Number: _____</p> <p>Login _____ Password: _____</p> <p><i>N.B. If you have a cloud-based accounting system, please refer to part 3 of this questionnaire for ways you can allow us to access your data.</i></p>		
<p>2. <b>Bank Accounts</b> - For every reconciled bank account in your bookkeeping system, please provide a bank statement showing the balance at the 30 June.</p>		
<p>3. <b>Investments</b> – A schedule of all investments held at 30 June including full details and supporting information in relation to the following :-</p> <ul style="list-style-type: none"> <li>a. Investments acquired during year</li> <li>b. Investments disposed of during the year</li> <li>c. Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries.</li> </ul>		
<p>4. <b>Capital Gains</b> – If any capital assets such as property, shares, etc. were purchased or sold please supply the following:-</p> <ul style="list-style-type: none"> <li>a. Copies of the contract and settlement statement</li> <li>b. Income – details of all income received</li> <li>c. Costs – details of all related costs</li> </ul>		
<p>5. <b>Fixed Asset Purchases</b> - Provide copies of tax invoices or supporting documents for all major items of plant and equipment or other assets purchased during the year.</p>		
<p>6. <b>Motor Vehicles</b> - please provide a copy of your motor vehicle log book or alternatively provide the business percentage use of the relevant vehicles. (Please note log books are valid for five years from initial preparation assuming no material change in vehicle usage during this period).</p>		
<p>7. <b>Motor Vehicles</b> - please provide the total number of kilometres that each respective vehicle has travelled for the period 1.4.18 to 31.3.19 or alternatively the opening odometer reading as at 1.4.18 and closing odometer reading as at 31.3.19.</p>		

<p>8. <b>Loans and Finance</b> – please provide copies of loan documents for any new loans, hire purchase, or chattel mortgage agreements and detail the following:-</p> <ul style="list-style-type: none"> <li>a. Details of security provided for the finance</li> <li>b. Details of borrowing costs incurred (e.g. establishment fees).</li> <li>c. Purpose of borrowing (i.e. what were loan funds used for?)</li> </ul>		
<p>9. <b>BAS</b> - If MP+ does not prepare your Business Activity Statements, please provide any internal workings or supporting documents that have been used to prepare the lodged BAS'.</p>		
<p>10. <b>Payroll</b> - Provide copies of all PAYG payment summaries issued to employees during the year, and a copy of the annual PAYG report as sent to ATO.</p> <p>The total of these items should match the payroll report within the book keeping system.</p>		

### ***(3) Ways you can provide us the above information***

#### **Physical MYOB / QuickBooks files**

Please back up all files of your bookkeeping system (MYOB, Quickbooks etc.) and send to us. This can be emailed to MP+, uploaded to a secure file hosting website of your choice (e.g. Google Drive, Dropbox) posted, or physically dropped off at our offices on USB or CD.

#### **Online cloud based bookkeeping system (e.g. Xero, MYOB Live)**

If you have a cloud based system, please allow access and send an invite or your unique login and password to [workflow@mckinleyplowman.com.au](mailto:workflow@mckinleyplowman.com.au)

#### ***Any other documents***

Other documents mentioned above can be emailed, physically posted, or dropped off at our offices.

Please provide everything together at the same time to avoid delays.

**Thank you for taking the time to complete this questionnaire**

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