

## Business Year End Questionnaire 2023

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 business), attach all relevant documentation, sign and date this form below, and return your questionnaire and documentation to us by:**

1. Email to [clientcare@mckinleyplozman.com.au](mailto:clientcare@mckinleyplozman.com.au); or
2. Delivering information to Level 2, 5 Davidson Terrace, Joondalup WA 6027; or
3. Delivering information to Ground Floor, 218 St Georges Terrace, Perth WA 6000; or
4. Posting information to PO Box 635, Joondalup WA 6919; or
5. Posting information to GPO Box B95, Perth WA 6838; or
6. Book a face-to-face appointment at our Joondalup office by calling (08) 9301 2200.

**IMPORTANT:** Please note if you are planning to send your documents via email in a ZIP folder (compressed folder), please ensure you password-protect the folder and advise us of the password when you send it through. This will keep your data secure, and our system's anti-virus software won't block the email from reaching us. If you aren't sure how to set a password, [here's an instructional video](#).

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:

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*I/We hereby instruct you to prepare our Financial Accounts and Taxation Returns for the financial year ended 30 June 2023.*

*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 review GST claimed on Insurance and Motor Vehicle Registration to ensure the amount claimed reconciles back to the applicable tax invoice  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 the Single Touch Payroll (STP) lodgements, and wage reporting amounts contained in the lodged BAS'. Please address any discrepancies found. Please provide this reconciliation in a spreadsheet if possible.  Please ensure Super Guarantee was calculated at 10.5% for the entire financial year for any wages paid (please note the \$450 minimum per month was discarded effective 1.7.2023).		
6. Please ensure you have reported through Single Touch Payroll (STP) and processed the final STP lodgement for the year.		
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.		
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+.		
9. 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.		

Item	Tick when complete	N/A
10. <b>Work in progress:</b> If applicable, please provide an estimated value of work in progress at 30 June.		
11. Please ensure all capital purchases have adequate descriptions contained within the bookkeeping memo.  If motor vehicles have been purchased or disposed of during the year, please ensure dates are accurate and registration details are stated.		
12. Please ensure all expenses categorised as repairs and maintenance have adequate descriptions contained within the memo, briefly outlining the nature of the repair.		
13. 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).  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.		
14. 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.		
15. Please ensure adequate memo description for each expense categorised as entertainment or staff amenities.		
16. Finally, lock your bookkeeping system at 30 June after providing to MP+ to prevent subsequent unintended changes.		

## (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 1.4.21 to 31.3.22 or alternatively the opening odometer reading as at 1.4.21 and closing odometer reading as at 31.3.22.</p>		

Item	Tick when complete	N/A
<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's.</p>		
<p>10. <b>Payroll</b> – Ensure that payroll has been reported via Single Touch Payroll (STP), Superannuation via Super Stream, and Payroll Tax (if applicable) via Revenue Online.</p> <p>If you are registered for Payroll Tax, please provide copies of all lodgements and Annual reconciliation report or associated login details for us to carry out the reconciliation.</p> <p>The total of these items should match the payroll report within the book keeping system.</p>		
<p>11. <b>COVID-19:</b> Was the business the recipient of any of the following State Government COVID grants during the 2023 financial year?</p> <ul style="list-style-type: none"> <li>(i) COVID lockdown grant</li> <li>(ii) Hospitality grant</li> <li>(iii) Rent relief</li> <li>(iv) Hardship grant</li> <li>(v) Other subsidies (please advise)</li> </ul>	YES	NO
<p>12. <b>Life Plan:</b> McKinley Plowman's Life Plan program is your comprehensive roadmap across all aspects of your financial affairs to provide a clear picture of where you want to get to, map out your journey and make sure you get there on time. You can find out more about Life Plan, and get your journey started by filling out the questionnaire here: <a href="https://www.mckinleyplowman.com.au/life-plan/">https://www.mckinleyplowman.com.au/life-plan/</a></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 per the instructions on the cover page of this questionnaire.

**Online cloud based bookkeeping system (e.g. Xero, MYOB Live):** To ensure we're provided the correct user access, please follow the instructions for your software below.

#### **MYOB Business Platform (formerly MYOB Essentials)**

1. Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
2. Click the **Manage online access** button.
3. If prompted, sign in using your MYOB account details (email address and password). The **Manage online access** page opens in your browser.
4. If we have previously been provided access to your software please find the user in the list of online file users. (workflow)
5. Click **Remove access**. This user is removed from the list.
6. Click **Invite new online administrator**. The invitation window appears.
7. Enter the user's details per below
  - a. *First Name:* **McKinley**    *Surname:* **Plowman**
  - b. *Email:* [workflow@mckinleyplowman.com.au](mailto:workflow@mckinleyplowman.com.au)
8. Click **Invite**. The **Manage online access** page reappears with a confirmation message at the top. Two emails will be sent to McKinley Plowman. One advises that their online file user access is cancelled, the other invites them to become an online administrator

#### **MYOB Account Right Live**

1. Go to the **Setup** menu and choose **User Access**. The **User Access** window appears.
2. If we have previously been provided access to your software, please find the user in the list of online file users (workflow), highlight the user and click on the rubbish bin icon on the right-hand side of the New Advisor Button.
3. Once removed, Click **New Advisor**.
4. Ensure the top box is selected "The user will sign on with a my.MYOB account" (Recommended)
5. Enter the user's details per below
  - a. Username: **Workflow**
  - b. Email: [workflow@mckinleyplowman.com.au](mailto:workflow@mckinleyplowman.com.au)
6. Select the box underneath the email address to "Invite user to be an online Administrator"
7. Click on "Save and **Invite User**". The **Manage online access** page reappears, with a confirmation message at the top. Two emails will be sent to McKinley Plowman: one advises that their online file user access is cancelled, the other invites them to become an online administrator.

#### **Xero**

1. Click on the business name in the top right-hand corner of the screen
2. Go to Settings
3. Click on Users
4. If we have previously been provided access to your Xero software, please ensure we have the following access:
  - Advisor
  - Reports
  - Payroll Admin
  - Manage Users
5. If we have not been provided access previously – click "Invite User" in top right-hand corner
6. Enter the user's details per below
  - a. First Name: **McKinley**    Last Name: **Plowman**
  - b. Email: [workflow@mckinleyplowman.com.au](mailto:workflow@mckinleyplowman.com.au)
  - c. Provide the same access as **step 4**
7. Click Send Invite.

**Any other documents:** Please deliver any other documents mentioned above per the instructions on the cover page of this questionnaire. Please provide everything at the same time to avoid delays.

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

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