FINANCIAL STATEMENTS **EOFY QUESTIONNAIRE**



2024 BUSINESS TAX RETURNS & FINANCIAL STATEMENTS

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 by the due date

BUSINESS NAME:

ITEM	YES	NO	N/A
First Time Financial Statements & Tax Returns			
If we are preparing your accounts for the first time, please provide copies of your most recent Financial Statements, Tax Returns, and ATO Notices of Assessment.			
Computerised Accounts (no need to complete if you use Xero or other online accounting system)			
Please provide a copy of your computerised data file:			
NAME OF PROGRAM: MYOB / Reckon or other			
VERSION NUMBER:	_		
USERNAME (if applicable)	_		
PASSWORD (if applicable)	_		
Manual Accounts Please provide the following information:			
Reconciled Cashbook (if applicable)			
Cheque payment details			
Deposit details			
Cash Balances Please provide the following information for each bank account:			
Bank Statements for the period 1 July 2023 to 30 June 2024			
Bank Reconciliation Statement as at 30 June 2024			
Accounts Receivable Please provide the following information:			
 A list of trade debtor's / accounts receivables as at 30 June 2024 			
A list of bad debts written off or to be written off			
Investments / Property Income			
Please provide details of all investment and rental property INCOME received during the year, including:			
Dividend Statements			
Interest Statements			
Trust Taxation Summaries			

ITEM	YES	NO	N/A
Rental Property Statements			
Investment / Property Expenses			
Please provide details of all investment and rental property EXPENSES received during the year, including:			
Interest Statements			
Council & Utility Rates			
• Insurances			
Rental Property Statements			
Depreciation Report			
Travel Expenses			
New Asset Invoices (TV, Dishwasher)			
Investment / Property Sold			
Please provide details of investment / property SOLD or DISPOSED during the year, including:			
Date of Purchase			
Cost of Acquisition			
Copy of Contract for Purchase			
Copy of Settlement Statement			
Stock / Inventory / Work in Progress			
Please advise the value of Stock on Hand / Work in Progress as at 30 June 2024 Please tick the valuation method you used: \Box Cost \Box Market \Box Replacement			
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2024 differs from the value at 30 June 2023 by \$5,000 or less.			
Prepayments			
Have you paid any expenses in advance that span two or more financial years? For example:			
• Subscriptions			
• Insurance			
Internet / Phone Access			
Legal Fees			
If so, the time period covered:			
Fixed Assets			
Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life, if known.			
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?			
Accounts Payable Please provide the following information:			
A list of trade creditors / accounts payable as at 30 June 2024			
A copy of credit card statements for each card up to and including 30 June 2024			
GST (only if you prepare your own BAS returns)			
Please provide copies of all Business Activity Statements (BAS) lodged during the year.			

Wages / PAYG Withholding / Superannuation

ITEM	YES	NO	N/A
Please provide copies of STP Finalisation Summary or Income Summaries and Year-End Summary Statement submitted to the ATO if we don't prepare these on your behalf.			
Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank as at 30 June 2024?			
Annual Leave / Long Service Leave			
Please provide a schedule of leave entitlements as at 30 June 2024, including:			
Employee Name			
Number of Days owed			
Entitlement \$			
Leases / Hire Purchase / Chattel Mortgage			
Please provide a copy of lease / hire purchase / chattel mortgage agreements for any NEW AGREEMENTS entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.			
If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase / chattel mortgage agreements for any LOANS ALREADY IN EXISTENCE at 1 July 2023.			
Please provide details for any agreements PAID OUT during the year.			
Please provide details for any agreements REFINANCED during the year.			
Bank Loans			
Please provide copies of loan statements up to and including 30 June 2024.			
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 as at 1 July 2023.			
OTHER INFORMATION Please list any other information that you believe may assis	st us		

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

CONTACT ADDRESS (only complete for details t	that have changed)
PHYSICAL ADDRESS	
POSTAL ADDRESS	
EMAIL	
HOME PHONE	
WORK PHONE	
MOBILE PHONE	
•	allows us to contact necessary organisations, (e.g. your bank or required to complete your Financial Statements or Tax Returns.
AUTHORISATION	
me/us for the 2024 financial year. I/We understa and summarisation of financial information suppl	e the compilation of Financial Statements and Tax Returns for nd that a compilation is limited to the collection, classification lied by me/us and does not involve the verification of that anting to carry out an audit or a review assignment on the
I/We authorise NuWave Accounting to obtain whe preparation of my/our Financial Statements a	hatever information is required from third parties to complete and Tax Returns.
AUTHORISED SIGNATURE(S)	
Date:	Date: