



2024

Financial Statements EOFY Questionnaire

STREAMLINING YOUR TAX RETURN

The Field Group
Accounting Pty Ltd
ABN: 70 163 588 565

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Chirnside Park, VIC, 3116
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Instructions

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

General Details

Full Name	
Business Name	

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

Physical Address	
Postal Address	
Contact Number	
Email	

Business Tax Return Checklist

Item	Attached	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					
Computerised Accounts (Dont complete if you use Xero or other online accounting system)					
Please provide a copy of your computerised data file:					
NAME OF PROGRAM:					
VERSION NUMBER:					
USERNAME (if applicable)					
PASSWORD (if applicable)					
Manual Accounts – Please provide the following information:					
• Reconciled Cashbook (if applicable)					
• List of Income & Expenses					
Cash Balances – Please provide the following information for each bank account:					
• Bank Statement showing the balance at 30th June					
• Bank Reconciliation at 30th June					
Accounts Receivable – Please provide the following information:					
• A list of trade debtor's / accounts receivables as at 30th June					
• A list of bad debts written off or to be written off					
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:					
<table border="0"> <tr> <td>Cost</td> <td>Market</td> <td>Replacement</td> </tr> </table>	Cost	Market	Replacement		
Cost	Market	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.					
Fixed Assets					
Please review your DEPRECIATION SCHEDULE contained in your financial statements from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?					
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?					

Business Tax Return Checklist

Item	Attached	N/A
Accounts Payable – Please provide the following information:		
A list of trade creditors / accounts payable as at 30 June 2023		
A copy of credit card statements for each card up to and including 30 June 2023		
Wages / PAYG Withholding / Superannuation		
Have you finalised your wages for the year and submitted with the ATO (STP Finalisation)		
Have you paid all of your Super for the year? If not please advise which amounts are outstanding		
Have you confirmed your wages with workcover for the year? Please provide a copy of your annual workcover remuneration lodgement		
Are you registered for payroll tax? If so please provide a copy of your annual lodgement		
Leases / Hire Purchase / Chattel Mortgage		
If you are a new client to our firm please provide copies of existing agreements you may have		
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, please provide all active agreements		
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		
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		



Thank you

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