

Business Questionnaire 2021
(Financial Year 1 July 2020 to 30 June 2021)

Please complete this schedule and forward it with your records for the completion of your year-end accounts.

Name: _____

Do you have a MyGov Account linked to the ATO? **Yes** **No**

Documents Required	Documents Supplied
	Yes N/A

1. Business trading account(s) bank statement as at 30/06/2021
2. Business credit card(s) statement as at 30/06/2021
3. Business loan statements for the full financial year
4. List of significant plant or property purchased during the financial year
Including supporting information.
(Copies of purchase contracts and finance contracts where assets funded by external parties - lease/HP agreements)
5. Stock valuation (valued at cost unless stated otherwise) \$ _____
(A detailed stock listing should be retained with your records in the event of an ATO audit)
6. Motor Vehicle log book percentages where applicable % _____
(Ensure logbook is retained with your records in the event of an ATO audit)
(Where multiple vehicles, please supply all logbook percentages)
7. Copies of contracts for the acquisition or disposal of land, buildings and capital assets.
8. Rental property statements - supplied by real estate agents
9. Share trading statements - buy / sell contracts (or purchase and sale details)

Reconciliations Completed	Confirmation of Completion
----------------------------------	-----------------------------------

1. Bank reconciliations for all bank accounts as at 30/06/2021
2. Trade Debtors/Accounts Receivable listing at 30/06/2021
3. Trade Creditors/Accounts Payable as at 30/06/2021
4. Wages/Salaries reconciled as at the 30th June 2021 (Including STP Reconciliations)

Additional Information Required – where applicable

Documents Supplied
Yes N/A

Any additional information considered necessary to complete year-end accounts.

This list is not exhaustive. Should you consider any other documentation or information to be relevant, please include for our reference.

General notes for accountant

If you have any queries please contact our office on:

Phone: 08 9486 4722

Email: info@accsysbp.com.au