



March 2020

Client: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**INFORMATION REQUIRED TO PREPARE YOUR 2020  
FINANCIAL STATEMENTS AND INCOME TAX RETURNS**

I request that you provide the following information to prepare Financial Statements and Income Tax Returns for your business and yourselves as follows:-

***As at 31 March 2020:***

1. Do you reasonably estimate your Stock on Hand at 31 March 2020 to be less than \$10,000?

**YES:** No further information is required.

**NO:** You should undertake a **STOCK-TAKE** of product/materials on hand. This should be at cost price or net realisable value (if less than cost) and be GST exclusive:

Stock on Hand \$ \_\_\_\_\_  
Work in Progress \$ \_\_\_\_\_

2. Details per your **VEHICLE LOGBOOK** (if applicable):

Please note that a log book must be completed for a 3 month period every 3 years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

% per logbook \_\_\_\_\_%

Electric Vehicle?

**OR** Total kms travelled (business and personal use) \_\_\_\_\_kms  
Total kms travelled for business \_\_\_\_\_kms

3. **CASH ON HAND** as at 31 March 2020 \$ \_\_\_\_\_

***Other information required:***

- **BANK STATEMENTS, CASHBOOK, CHEQUE and DEPOSIT** books for the year.   
Please ensure any non-business income or expenses are clearly identified.  
If you are on Banklink, MYOB or Xero, please provide a copy of the bank statement confirming the bank balance at 31 March 2020.
- **GOODS AND SERVICES TAX RETURNS** and supporting workpapers.
- **INCOME NOT BANKED THROUGH BUSINESS** – if any sales/income were not banked into your business bank account, please list amounts and dates received.
- **EXPENSES PAID PRIVATELY** – details of any business expenses paid from personal funds.

- **ASSET PURCHASE** – details of any plant and equipment, vehicles, and properties purchased during the year. Please complete the attached schedule.   
Where applicable please provide the following:-
  - Hire purchase/loan agreements;
  - Copy of tax invoice.
- **FRINGE BENEFIT TAX RETURNS** and supporting workpapers.
- **ACCOUNTS PAYABLE/CREDITORS** – complete the attached schedule of amounts owing by you.
- **ACCOUNTS RECEIVABLE/DEBTORS** –complete the attached schedule of amounts owing to you.   
Please provide a separate list of any Bad Debts as at 31 March 2020 (these should not be included in the Debtors list).
- **LOANS AND HIRE PURCHASE AGREEMENTS** – please provide copies of end-of-year loan statements (loan summaries) and hire purchase agreements.
- **USE OF HOME** – if your home is used for business purposes please complete the attached schedule.
- **INVESTMENTS** – provide details of any investments purchased or sold, including any interest certificates and dividend advice notices from investments, banks, etc.
- **ADDITIONAL** – any other information relevant to your business operation for the year.
- **PERSONAL INCOME SECTION (2020)** – please complete the attached schedule to provide information for completing your personal Income Tax Returns.

*I ask that you sign the information authority below and return this questionnaire with your information to my office as it is getting increasingly difficult with the Privacy Act to obtain information from any source without authorisation.*

Phillip J Blacktopp

ACCOUNTANT

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I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Information and Signing Authorisation

I authorise Helston & Associates Ltd to obtain any information and sign any Returns on my behalf, regarding my tax affairs.

Name .....

Signed .....

Date .....



ASSETS:

ASSET SOLD, TRADED IN OR SCRAPPED	DATE	TOTAL \$ (GST inclusive)	TRADE IN

ASSET PURCHASED	DATE	TOTAL \$ (GST inclusive)	N = NEW U = USED	TRADE IN

Please provide copies of invoices for all assets purchased, sold or traded in.

USE OF HOME OFFICE:

Total Area of House/Garage \_\_\_\_\_ (sq ft/m sq)

Area of Office/Garage (used for business) \_\_\_\_\_ (sq ft/m sq)

Insurance - House \$ \_\_\_\_\_  
- Contents \$ \_\_\_\_\_

Mortgage Interest \$ \_\_\_\_\_

Power \$ \_\_\_\_\_

Repairs/Maintenance \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Rent (if you do not own your home, how much is your rent?) \$ \_\_\_\_\_