



March 2021

Client: _____

Contact Phone No: _____

Email Address: _____

**INFORMATION REQUIRED TO PREPARE YOUR 2021
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 2021:

1. Do you reasonably estimate your Stock on Hand at 31 March 2021 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 2021 \$ _____

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 **each** bank account balance at 31 March 2021.
- **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.

- **COVID -19 SUPPORT** – Details of any Covid-19 subsidies or loans received.

| Type | \$ | Date Received |
|------|----|---------------|
|------|----|---------------|

- | | |
|---|--------------------------|
| <ul style="list-style-type: none"> • 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:- <ul style="list-style-type: none"> - Hire purchase agreements/loan statements - Copy of tax invoice - Solicitors Settlement Statements | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • FRINGE BENEFIT TAX RETURNS and supporting workpapers. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • ACCOUNTS PAYABLE/CREDITORS – complete the attached schedule of amounts owing by you. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • 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 2021 (these should not be included in the Debtors list). | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • BUSINESS LOANS – please provide copies of end-of-year loan statements (loan summaries) and hire purchase agreements. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • USE OF HOME – if your home is used for business purposes please complete the attached schedule. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • INVESTMENTS – provide details of any investments purchased or sold, including any interest certificates and dividend advice notices from investments, banks, etc. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • ADDITIONAL – any other information relevant to your business operation for the year. | |
| <ul style="list-style-type: none"> • PERSONAL INCOME SECTION (2021) – 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

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