

Client Name		Balance Date	31 March 2025
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To KGA Chartered Accountants Limited

In signing this you acknowledge that you have

1. Read and accepted our Terms of Engagement
2. Provided all relevant information needed for the tax return of the above entity to be accurately completed.

Signature _____ Date _____ For and on behalf of _____

Information Required:

Please supply information as applicable.

General Information

- **Filing Date Requirement** _____
This is the date that the Society/Club/Incorporated Society is required to file their annual return.
- **AGM Date** _____
This is the date that the Annual General Meeting is held in. This is to help us make sure that you have the needed reports when you need them.
- **Member Numbers at balance date** _____
- **Financial Statements Required** _____
Do you require Annual Financial Statements or Special Purpose Financial Statements which are done on Tier 3 or Tier 4 guidelines.
- **Names & Designation of members approving the Financials**
Approver One _____ Designation _____

Approver Two _____ Designation _____

What system do you use to record the Financial transactions of the business? Please select an option below. (If you are online and have not already done so, please send us an invitation/login. If you are not online please attach the Financial Years Accountant reports or a copy of your Manual records.)

- | | |
|--|--|
| <input type="checkbox"/> Xero | <input type="checkbox"/> Other Accounting Software |
| <input type="checkbox"/> MYOB Essential Online | <input type="checkbox"/> Excel Spreadsheet - <i>please attach a copy</i> |
| <input type="checkbox"/> MYOB Account Right Online | <input type="checkbox"/> Manual Cashbook – Please scan & attach |

Cash Manager Online

Other _____

Bank statements confirming all bank balances as at 31 March 2025

- e.g. Current Account, Savings Account, Term Deposit, Credit Card; or
- Full Year's Bank Statements where you supply written Cashbook /Excel summary.

Yes No

Cash on Hand at Balance Date

Cash on Hand \$ _____

Petty Cash \$ _____

Till Floats/Cash Floats \$ _____

Yes No

Transactions Not Through the Business Bank Account

Were all sales banked into your business trading bank account? *If No, please provide a list showing amounts taken in cash by the owner or used to pay for business expenses.*

Yes No

Has the owner paid any business expenses privately? Let us know so that we can make sure these are claimed in your Financial accounts.

Yes No

Private Use of Goods

Supply a list of the value of goods taken for private use at their cost price including GST.

Yes No

Accounts Receivable (Debtors)

Review your invoicing for the year and identify and list the amounts owing to you as at 31/03/2025 (inclusive of GST). Exclude Bad Debts. These must be written off prior to balance date. Please supply a list of these.

Yes No

Accounts Payable (Creditors)

Supply a list of amounts owing by you (inclusive of GST) as at 31/03/2025, including name of creditors, amounts owed and what this is for.

Yes No

Goods & Services Tax (GST)

Supply workpaper/calculations for GST returns filed for the year ended 31/03/2025. (If you use an online accounting software that we have access to this is not required.)

Yes No

Interest and Dividends Received by Business

Supply copies of all Interest certificates and Dividend statements for the year ended 31/03/2025. Please provide Investment Portfolio if applicable.

Yes No

Wage Records

Do you employ any employees? If yes, you may attach your annual payroll summary, this is optional, but if we require any further information regarding wages we will be in touch.

Yes No

Capital Expenditure

Has there been any Capital Expenditure? Supply copies of tax invoices for fixed assets purchased over \$1,000 excl. GST. Supply copies of tax invoices for fixed assets sold. Please review our detailed fixed asset schedule from your previous year's financial statements for items no longer in existence.
Note: Regarding Depreciation - Commercial Buildings can now be depreciated, please let us know if you want to opt into this option

Yes No

Loan Documents and Tax Invoices for the following: Please select & attach details

- Annual loan summaries confirming interest and principal repayments made during the year.
- Finance documents for any new loan/lease/hire purchase agreements.
- Legal fees.
- Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year.
- Repairs and Maintenance over \$1,000.

Stock on Hand/Work in Progress

Did you have any Stock on hand as at 31 March 2025? Please attach your stock stake report (at cost price excl GST) as at 31/03/2025 and include the value below:

Yes No

- **Stock on Hand** _____

If you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will record your closing stock at the same value as your opening stock.

- **Work in Progress** _____

Did you have Work in Progress at 31 March 2025? This means material and labour that you have paid for before year end, but not invoiced until after year end.

Government Subsidy

Please indicate which Government Covid-19 Assistance/Subsidies you received during the year?

Wage Subsidy

Short Term Absence Payment

Small Business Loan

Leave Support Scheme

Resurgence Scheme Payment

Other _____

Thank you for completing this questionnaire.