

KGA 2026 Clubs and Incorporated Societies Questionnaire

Client Name		Balance Date	31 March 2026
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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 (*Version 1*) as per our website.
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.

Personal Details

Please provide us with the following information:

Postal Address _____

Email _____

Telephone Number _____

Please indicate how you would prefer to receive your accounts/tax return:

- Meeting Electronic Signature via Annature
 Email Post

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.)

Xero

Other Accounting Software

MYOB Essential Online

Excel Spreadsheet - *please attach a copy*

MYOB Account Right Online

Manual Cashbook – Please scan & attach

Cash Manager Online

Other _____

Bank statements confirming all bank balances as at 31 March 2026

- 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 31/03/2026 (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 31/03/2026, 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 31/03/2026. (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 31/03/2026. Please provide Investment Portfolio if applicable.

Yes No

<p>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.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Loan Documents and Tax Invoices for the following: Please select & attach details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual loan summaries confirming interest and principal repayments made during the year. <input type="checkbox"/> Finance documents for any new loan/lease/hire purchase agreements. <input type="checkbox"/> Legal fees. <input type="checkbox"/> Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions during the year. <input type="checkbox"/> Repairs and Maintenance over \$1,000. 	
<p>Stock on Hand/Work in Progress Did you have any Stock on hand as at 31 March 2026? Please attach your stock stake report (at cost price excl GST) as at 31/03/2026 and include the value below:</p> <ul style="list-style-type: none"> ● Stock on Hand _____ <p><i>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.</i></p> <ul style="list-style-type: none"> ● Work in Progress _____ <p><i>Did you have Work in Progress at 31 March 2026? This means material and labour that you have paid for before year end, but not invoiced until after year end.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Thank you for completing this questionnaire.