



2024 Tax Planning Questionnaire - Business

Client: _____ Date: _____

Please review and complete the following Tax Planning questionnaire.

This questionnaire is designed to assist you in compiling the necessary information required for Hooper Accountants to accurately review your financial position and projected tax situation before the end of the tax year. The information gathered in this questionnaire allows us to efficiently assess your accounts and determine your opportunities and risks and provide advice on how to best manage your tax position.

Please return your completed questionnaire, with documentation, to us and sign and date this form below.

If you have any queries or concerns, please do not hesitate to contact us.

Hooper Accountants

I/We hereby instruct you to prepare our Financial Accounts to 31 March 2024 and estimates for the financial year ended 30 June 2024.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to complete the above assignment.

Signed _____ Date _____
(Signature)
Name _____
(Please print)

To ensure that our records are up to date, please assist us by updating the following details if required:

Entity name:			
ABN:			
ACN <i>(if a company)</i>			
TFN:			
Main Business Activity:			
Address of Business:			
Registered address: <i>(if a company)</i>			
Postal address:			
Contact name:			
Telephone:	Home:	Business:	Mobile:
Email address: <i>(For our records)</i>			

1. Cash Balances		Yes	No	N/A
1.1	Reconciled cash book details in electronic format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Please provide name of software and version number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Please provide password if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Copies of bank reconciliations as at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Copies of bank statements as at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR if you are using accounting software but not supplying a copy of the file:				
1.6	Profit & Loss, Balance Sheet and Trial Balance reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Detailed general ledger report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Bank reconciliation reports for each bank account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Copies of bank statements as at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR if you are not using accounting software:				
1.10	Cheque payment details and/or details of expenses paid electronically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Receipt details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Bank reconciliations (if available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Copies of your bank statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Credit Cards		Yes	No	N/A
2.1	Please provide copies of any credit card statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	If you made any business related payments on your personal credit card, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Petty Cash				N/A
3.1	Balance of petty cash as at balance date: \$			<input type="checkbox"/>
4. Accounts Receivable		Yes	No	N/A
4.1	If a copy of your accounting software has not been provided, please supply a list of trade debtors as at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Please supply a list of bad debts written off or to be written off by 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Please supply details of any provision required for doubtful debts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.	Investments	Yes	No	N/A
Please supply the following information:				
5.1	Schedule of investments held at balance date, including cash management and term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Investments acquired during the period: copies of contracts, settlement statements and other relevant documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Investments sold during the period: copies of contracts, settlement statements and other relevant documents for the sale, the original purchase and any important transactions in the intervening period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Details of investment income received during the period, including dividend statements, interest statements, trust taxation summaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Stock	Yes	No	N/A
6.1	Please supply the value of stock on hand at balance date, including finished goods, work in progress, raw materials and goods in transit and the method of valuation (cost, market or replacement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please contact us if you would like to discuss valuation issues</i>				
OR				
6.2	If the business is a "small business entity", please advise if the value of stock at 30 June this year will not differ from the value at 30 June the previous year by more than \$5,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please advise us if stock is significantly less than previous year.</i>				
7.	Accounts Payable	Yes	No	N/A
7.1	If a copy of your accounting software has not been provided, please supply a list of accounts payable a at balance date, including:			
7.1.1	PAYG withholding not yet paid to the ATO as at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1.2	Compulsory superannuation contributions unpaid as at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For each creditor, provide details of the nature of the expense for which the debt is owed and whether the amount includes GST.</i>				
8.	GST	Yes	No	N/A
8.1	If a copy of your accounting software has not been provided, please supply copies of all the GST reconciliations used to prepare the Business Activity Statements lodged during the period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.	Annual Leave Provision			
9.1	Schedule of projected annual leave entitlements as at balance date, as follows:			
	Employee	Days Owed	\$ Entitlement	
10.	Long Service Leave Provision			
10.1	Schedule of projected long service leave entitlements as at balance date, as follows:			
	Employee	Days Owed	\$ Entitlement	
11.	Leases and Hire Purchase	Yes	No	N/A
11.1	Please provide details of new leases, chattel mortgages or hire purchase agreements acquired during the period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please provide a copy of the lease, chattel mortgages or hire purchase agreement.</i>				
11.2	Please supply details of any leases, chattel mortgages or hire purchase agreements paid out during the period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Leases and Hire Purchase	Yes	No	N/A
12.1	Please provide the following details of plant & equipment items (including vehicles):			
12.1.1	Assets acquired during the period, including date and cost. Please provide copies of invoices and estimates of useful life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.2	Details of assets sold during the period, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.3	Details of assets that have been scrapped, taken for personal use or traded in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	External Loans	Yes	No	N/A
13.1	Details of borrowings during the period, including:			
13.1.1	Loan statements detailing interest, repayments and loan balance at balance date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.2	Details of security provided for the finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.3	Details of borrowing costs incurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14.	Transactions Not Through the Business	Yes	No	N/A
14.1	Were all sales banked and purchases paid through the business trading account during the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Prepayments	Yes	No	N/A
15.1	Are there any expenses paid in advance that span two financial years? For example:			
15.1.1	Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1.2	Maintenance agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1.3	Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1.4	Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1.5	Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1.6	Retainers paid to barristers or solicitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1.7	Other – provide details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Capital Gains	Yes	No	N/A
16.1	Did you sell any assets such as shares, rental properties etc. during the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2	Please supply details of the purchase of the asset (such as copies of contracts, settlement statements and other relevant documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.3	Please supply details of any expenditure incurred in relation to the asset that was not claimed during the period of ownership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.4	Please supply details of the sale of the asset (such as copies of contracts, settlement statements and other relevant documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Legal Documents	Yes	No	N/A
17.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2	Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Private Use	Yes	No	N/A
18.1	Please provide details and dollar amount of goods taken for private use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please advise whether or not this includes GST.</i>				
18.3	Provide details of any payments or loans made by the business to the owners or their associates (if the only payments are wages or regular drawings, your cash transaction records will be sufficient).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.4	Provide details of any business assets made available for the private use of the owners or their associates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19.	Other Information
19.1	Provide details of means tested Government benefits (<i>such as pensions, private health insurance rebates, Seniors health card</i>) received by any person associated with the business.
19.2	Provide details of your superannuation contributions (<i>including both employer and personal contributions</i>).
19.3	If you incurred medical expenses relating to disability aids, attendant care or aged care, please provide details of your out-of-pocket medical expenses.
19.4	Provide details of any new business activities that you started, or new sources of income that you first received during this financial year.
19.5	Provide details of any periods during this financial year that you lived outside Australia.
19.6	If there is any other information that you consider relevant to projected figures for the year, or you have particular concerns/queries, please provide us with details in the space below. Attach information if applicable.