

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.

<p>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.)</p> <p> <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 <input type="checkbox"/> Cash Manager Online <input type="checkbox"/> Other _____ <input type="checkbox"/> Cash Manager Rural Online </p>	
<p>Bank statements confirming all bank balances as at 31 March 2025</p> <ul style="list-style-type: none"> • e.g. Current Account, Savings Account, Term Deposit, Credit Card; or • Full Year’s Bank Statements where you supply written Cashbook /Excel summary. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Cash on Hand at Balance Date</p> <p>Cash on Hand \$ _____</p> <p>Petty Cash \$ _____</p> <p>Till Floats/Cash Floats \$ _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Transactions Not Through the Business Bank Account</p> <p>Were all sales banked into your business trading bank account? <i>If No, please provide a list showing amounts taken in cash by the owner or used to pay for business expenses.</i></p> <p>Has the owner paid any business expenses privately? Let us know so that we can make sure these are claimed in your Financial accounts.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Private Use of Goods</p> <p>Supply a list of the value of goods taken for private use at their cost price including GST.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Accounts Receivable (Debtors)</p> <p>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.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Interest and Dividends Received by Business Supply copies of all Interest certificates and Dividend statements for the year ended 31/03/2025. Please provide an Investment Portfolio if applicable.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Loan Documents and Tax Invoices for the following: <i>Please select & attach details</i> <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. <input type="checkbox"/> Business Insurance premiums. <input type="checkbox"/> ACC payments and arrangements. <input type="checkbox"/> Donations.	
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: <ul style="list-style-type: none"> ● Stock on Hand _____ <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> ● Work in Progress _____ <i>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.</i> 	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business Assets with Private use benefit Did you own a Business Asset with Private use benefit (excluding Motor vehicles) during the year? If yes please complete a separate Mixed Use Holiday Home/Boat/Plane Questionnaire.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fringe Benefit Tax (FBT) Workpapers – For Companies only Has FBT been accounted for on all vehicles which are not 100% work-related (utes, vans etc) and not sign-written? <ul style="list-style-type: none"> ● Please indicate which vehicles you are currently paying Fringe Benefit tax for: 	Yes <input type="checkbox"/> No <input type="checkbox"/>

Motor Vehicles (Not including FBT Vehicles)

The proportion of motor vehicle business use as established by your vehicle logbook(s) is/are:

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

- Please note that a detailed and accurate logbook must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

Home Office Expenses

Have you made use of a Home Office during the year? If yes please answer the questions below, otherwise skip to the next section.

Total Area of House _____ m²

Business Office / Storage Area _____ m²

Garage Area _____ m²

Power \$ _____

Rent/Mortgage Interest \$ _____

Insurance – House \$ _____

Insurance – Content \$ _____

Rates \$ _____

Repairs and Maintenance \$ _____

Telephone (If not yet claimed) \$ _____

Internet (If not yet claimed) \$ _____

Related Party Transactions

Do you provide any goods or services to a related party i.e. any other business or entity to which you are associated. If yes, please complete schedule below:

Yes No

For example:

Type of Transaction	Name of Entity	At Market Value? Yes/No
e.g. Rental income	ABC Limited	yes

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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 _____

Company Administration for Companies only:

• Have any share transfers taken place during the year to 31 March 2025?

Yes No

• Are any share transfers likely to take place in the coming year? (This could affect the company's imputation credit account and/or Qualifying Company, LAQC or LTC status)

Yes No

• Have there been any changes of Directors during the year?

Yes No

• Have any Directors had an interest in contracts entered into by the company?

Yes No

If you have answered **yes** to any of the above Company Administration questions, please provide details below:

Thank you for completing this questionnaire.