

# Business Activities Questionnaire

## For the year ended 30 June 2020

**Client Name:**

If you commenced, ceased or carried on a business during the financial year we may require the following:  
(Please note some of the items below may not apply to your situation)

- Financial Statements, if available;
- Trial balance and general ledger printouts, if available;
- General Ledger records such as MYOB or Xero file, if available;
- Business bank statements for the year ending 30 June 2020;
- Business cheque butts, payment and deposit sheets or cashbook (if no financial statements are available);
- Debtors, creditors and stock on hand at year end, if applicable;
- Details of motor vehicle expenses (note that travel between home and work is generally not deductible)
  - If you are using the logbook method, please provide the following information
    - Number of business kilometres travelled
    - Logbook (if applicable)
    - Vehicle expenses (i.e. registration, fuel, insurance, repairs, etc.)
  - If you are using the cents per kilometre method, please provide the kilometres travelled
- Details of any Hire Purchase or Lease Agreement entered into during the year
- Capital Allowance Schedule (previously depreciation schedule) or details of depreciable assets purchased or sold.
- Details of all assets written off during the year
- Value of work in progress at 30 June 2020
- Details of bad debts written off during the year
- Workpapers for balance sheet reconciliation
- Fringe Benefits Tax working papers
- Payroll Reconciliation, including copies of PAYG summaries issued for the financial year
- Goods and Services Tax reconciliations
- Listing of all business transactions that were not recorded in the main business trading account during the year