2025 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 2025 and estimates for the financial year ended 30 June 2025.

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 ***(if a company)***			
TFN:			
Main Business Activity:			
Address of Business:			
Registered address: ***(if a company)***			
Postal address:			
Contact name:			
Telephone:	**Home:**	**Business:**	**Mobile:**
Email address: ***(For our records)***			

1.	Cash Balances	Yes	No	N/A
1.1	Reconciled cash book details in electronic format.	☐	☐	☐
1.2	Please provide name of software and version number.	☐	☐	☐
1.3	Please provide password if applicable.	☐	☐	☐
1.4	Copies of bank reconciliations as at balance date.	☐	☐	☐
1.5	Copies of bank statements as at balance date.	☐	☐	☐
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.	☐	☐	☐
1.7	Detailed general ledger report.	☐	☐	☐
1.8	Bank reconciliation reports for each bank account.	☐	☐	☐
1.9	Copies of bank statements as at balance date.	☐	☐	☐
OR if you are not using accounting software:				
1.10	Cheque payment details and/or details of expenses paid electronically.	☐	☐	☐
1.12	Receipt details.	☐	☐	☐
1.13	Bank reconciliations (if available).	☐	☐	☐
1.14	Copies of your bank statements.	☐	☐	☐
2.	**Credit Cards**	**Yes**	**No**	**N/A**
2.1	Please provide copies of any credit card statements.	☐	☐	☐
2.2	If you made any business related payments on your personal credit card, please provide details.	☐	☐	☐
3.	**Petty Cash**			**N/A**
3.1	Balance of petty cash as at balance date: $			☐
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.	☐	☐	☐
4.2	Please supply a list of bad debts written off or to be written off by 30 June.	☐	☐	☐
4.3	Please supply details of any provision required for doubtful debts.	☐	☐	☐

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.	☐	☐	☐
5.2	Investments acquired during the period: copies of contracts, settlement statements and other relevant documents.	☐	☐	☐
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.	☐	☐	☐
5.4	Details of investment income received during the period, including dividend statements, interest statements, trust taxation summaries.	☐	☐	☐
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).	☐	☐	☐
Note: Please contact us if you would like to discuss valuation issues				
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.	☐	☐	☐
Note: Please advise us if stock is significantly less than previous year.				
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.	☐	☐	☐
7.1.2	Compulsory superannuation contributions unpaid as at balance date.	☐	☐	☐
Note: For each creditor, provide details of the nature of the expense for which the debt is owed and whether the amount includes GST.				
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.	☐	☐	☐

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.	☐	☐	☐
Note: Please provide a copy of the lease, chattel mortgages or hire purchase agreement.				
11.2	Please supply details of any leases, chattel mortgages or hire purchase agreements paid out during the period.	☐	☐	☐

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.	☐	☐	☐
12.1.2	Details of assets sold during the period, including date and consideration received.	☐	☐	☐
12.1.3	Details of assets that have been scrapped, taken for personal use or traded in.	☐	☐	☐

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.	☐	☐	☐
13.1.2	Details of security provided for the finance.	☐	☐	☐
13.1.3	Details of borrowing costs incurred.	☐	☐	☐

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?	☐	☐	☐
14.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.	☐	☐	☐
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	☐	☐	☐
15.1.2	Maintenance agreements	☐	☐	☐
15.1.3	Insurance	☐	☐	☐
15.1.4	Advertising	☐	☐	☐
15.1.5	Internet	☐	☐	☐
15.1.6	Retainers paid to barristers or solicitors	☐	☐	☐
15.1.7	Other – provide details	☐	☐	☐
15.2	Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid	☐	☐	☐
16.	**Capital Gains**	**Yes**	**No**	**N/A**
16.1	Did you sell any assets such as shares, rental properties etc. during the period?	☐	☐	☐
16.2	Please supply details of the purchase of the asset (such as copies of contracts, settlement statements and other relevant documents).	☐	☐	☐
16.3	Please supply details of any expenditure incurred in relation to the asset that was not claimed during the period of ownership.	☐	☐	☐
16.4	Please supply details of the sale of the asset (such as copies of contracts, settlement statements and other relevant documents).	☐	☐	☐
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.	☐	☐	☐
17.2	Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	☐	☐	☐
18.	**Private Use**	**Yes**	**No**	**N/A**
18.1	Please provide details and dollar amount of goods taken for private use.	☐	☐	☐
Note: Please advise whether or not this includes GST.				
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).*	☐	☐	☐
18.4	Provide details of any business assets made available for the private use of the owners or their associates.	☐	☐	☐

19.	**Other Information**
19.1	Provide details of means tested Government benefits *(such as pensions, private health insurance rebates, Seniors health card)* received by any person associated with the business.
19.2	Provide details of your superannuation contributions *(including both employer and personal contributions)*.
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.

T: 07 4637 9363
F: 07 4638 7617
E: hooper@ha.tax
W: www.hooperaccountants.com.au

Toowoomba Office
PO Box 3252, Toowoomba QLD 4350
100 Neil St, Toowoomba QLD 4350

Pittsworth Office
PO Box 371, Pittsworth QLD 4356
132 Yandilla St, Pittsworth QLD 4356