

CFO2GO BAS Questionnaire

Client Details

Name

Address

Mobile Number

Email

Online Accounting Software: MYOB (Desktop) *if so, please provide backup*

Username:

Password:

MYOB (Online) – *please ensure*
workflow@mckinleyplozman.com.au *has been invited*
as a user

Xero – *please ensure*
workflow@mckinleyplozman.com.au *has been invited*
as a user

Quickbooks (online) – *please ensure*
workflow@mckinleyplozman.com.au *has been invited*
as a user

Once you have filled in the questionnaire and attached any relevant documents, please email it back to clientcare@mckinleyplozman.com.au.

1.	Required Items	Yes	No	?
Did you enclose or have you already provided the following items for the preparation of your BAS for the period:				
1.1	Bank Statements			
1.2	Backup of Desktop Accounting Software/Access to Cloud-based Software			
1.3	Credit Card Statements			
1.4	A list of all business payments made in cash and all business income received in cash not banked			
2.	Expenses – Business/Private	Yes	No	?
2.1	Have all private expenses made from the business bank accounts been marked private, and all business income included above?			
2.2	If you have paid any business accounts from personal funds, please provide a summary sheet of expenses paid			
3.	Assets	Yes	No	?
3.1	If you have signed any agreements for any of the following items, please provide details and relevant documentation			
3.1.1	Hire Purchase			
3.1.2	Leases, loans or any agreement of any sort that may or may not have involved the payment or receipt of a deposit during the period			
3.1.3	The sale or purchase of land			
3.2	If you have bought or sold any other assets in the period, please provide details:			
4.	Use of Assets – Business/Private			
4.1	If you or any relatives use any business assets for private use, please provide details of the assets and percentage of private use			
4.2	If you or any relatives use any private assets for business use, please provide details of the assets and percentage of business use			

5. Legal Fees/Borrowing Costs						
5.1	If you have incurred legal fees in the period, please provide details of the nature of legal fees incurred					
5.2	If you have incurred costs in relation to borrowed money in the period, please provide details and relevant documentation					
6. Invoices			Yes	No	?	
6.1	Do you have invoices for all expenses and purchases in the period?					
6.2	If you are registered for GST on an accrual basis (rather than cash), have you provided or enclosed details of all accounts payable and all accounts receivable at the end of the period?					
7. PAYG Withholdings			Yes	No	?	
If you answer yes to any of the following questions, please provide details:						
7.1	Have you made payments to employees (salary, wages, allowances and bonuses) and withheld tax?					
7.2	Have you made payments to labour hire workers and withheld tax?					
7.3	Have payments been made under a voluntary agreement?					
7.4	Have you withheld any other amounts?					
	Details:					
8. PAYG Instalments						
Please provide details for the following items for the preparation of your BAS for the period (where applicable)						
8.1	Interest income received			\$		
8.2	Gross rent received			\$		
8.3	Dividends received			\$		
8.4	Other instalment income received (e.g. foreign pensions that are assessable in Australia, rebates, repayments of farm management deposits)			\$		

8.5	If you have received income from partnerships or trusts, provide gross income of each partnership or trust for the current BAS period.	
	Trusts:	Income:
8.6	If there have been significant changes in your income, there may be a scope to vary the instalment amount. Please provide information or call us to discuss if this applies to you.	
9.	Fuel Tax Credits	Details
If you have purchased fuel for any of the following activities, please provide details (including the type of fuel, activity, quantity and date of purchase)		
9.1	In a vehicle (including emergency vehicle) greater than 4.5 tonne GVM travelling on a public road	
9.2	All other business uses – on private roads, off public roads and non-fuel uses (<i>Note: refer to the ATO website for examples of eligible business activities</i>)	
9.3	To power auxiliary equipment of a heavy vehicle travelling on public roads, such as fuel used to power a refrigeration unit or a concrete mixing barrel	
Comments		
<i>Please provide any additional comments here:</i>		