

BUSINESS INCOME TAX QUESTIONNAIRE (COMPUTERIZED SYSTEM CHECKLIST)

TAX YEAR: _____

Please complete and return this checklist with all relevant information. Please mark the Y box if task is complete or the N/A box if question is not applicable.

Business Name: _____

Software: _____ Version: _____

User Name: _____ Password: _____

A. PLEASE CHECK BELOW ITEMS BEFORE SENDING FILE TO US

Y N/A

1. Is your software's bank balance reconciled to the year end balance from bank statement?
2. Does the list of Accounts Receivable shown in your software match actual amounts owed to you?
3. Does the list of Accounts Payable shown in your software match actual amounts you owe?
4. Does the software's inventory/stock amounts match your physical stock taken?
5. Have you printed the Balance Sheet and Profit & Loss to check for any unusual items?
6. Does your balance sheet balance? (i.e. Net Assets = Total Equity)

B. YEAR END PROCEDURES

Y N/A

- 7. File locked so that transactions cannot be entered before year end date**
(Almost all accounting systems have security settings to stop any information being entered before a specific date.)
- 8. File backed up and sent to us**
Backup of file sent to us via email, CD or USB drive
- 9. Log on details provided to us for online system**
- 10. Rollover journal**
Please ensure that you **do not** "Start a New Year" until we have completed the accounts and provided you with adjusting journals.

C. ASSISTANCE/TRAINING

Y N/A

11. Can we help you get your data ready for year end?

12. What areas would you be interested in receiving training on?

13. Would you like us to contact you in regards to the above areas?

D. NOTES REGARDING FILE

14. Is there any other information you would like to add regarding the data

(PLEASE REMEMBER TO COMPLETE THE TERMS OF ENGAGEMENT)