



# INSTRUCTIONS FOR CLIENTS USING XERO

## 2018 Questionnaires

Our annual questionnaires relating to the 2018 financial year can be found below.

Please take the time to complete the checklists as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality control standards that are required of us as members of the Chartered Accountants Australia and New Zealand.

## Information Required

As we have been capturing your bank transactional information through Xero for the past 12 months, we will likely only need the following information:

- List of Accounts Receivable at 31 March 2018, if you do not invoice through Xero. This is money owed **to** you by your customers.
- List of Accounts Payable at 31 March 2018, if you do not record creditors within Xero. This is money owed **by** you.
- List of any cash expenses (i.e. transactions not recorded through the bank account)
- Copies of invoices relating to fixed asset acquisitions
- Use of Home Office expenses. (Home Office Expense worksheet attached for your use)
- Stock on Hand at 31 March 2018 (if applicable and exceeds \$10,000 in value)

It's important that you get this information together as soon as possible so we can advise you of any upcoming tax commitments, or so you can receive your tax refund sooner.

If you require any assistance or have any questions around the above or attached, please don't hesitate to contact us.

Kind regards

The All Accounted For team