



# INSTRUCTIONS FOR CLIENTS NOT 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

Please work through the questionnaire(s) to ensure you have all the available information available when you provide us with the year-end information. It allows us to complete the financial statements and income tax returns more quickly if we receive everything at the start.

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