

2013 RENTAL INCOME QUESTIONNAIRE

Business Name: _____

Contact Person: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Your time and effort in completing this form is much appreciated by the team at Vision Accounting Solutions Ltd.

	YES	NO	If 'YES', Enclose Docs/Certs:
1. What accounting systems have you used during this financial year?			
- A complete computerised accounting package (e.g. MYOB)?	<input type="checkbox"/>	<input type="checkbox"/>	A1
- A computerised cashbook program (e.g. Banklink)?	<input type="checkbox"/>	<input type="checkbox"/>	A2
- A manual system or no system?	<input type="checkbox"/>	<input type="checkbox"/>	A3
- Vision Accounting Solutions Ltd process my transactions internally during the year for GST. (if GST registered)	<input type="checkbox"/>	<input type="checkbox"/>	-
2. Did you have any Loans, Hire Purchase or Lease Agreements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	L5
3. Have you purchased or disposed of any Business/Trust assets during the year?	<input type="checkbox"/>	<input type="checkbox"/>	F1
4. Are you registered for GST? (Include Returns & workings unless we prepare your GST returns).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the Business/Trust receive any Interest or Dividends during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you buy or sell a Business, Real Estate or Investments during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A6
7. Did you use your Vehicle for Rental management purposes?	<input type="checkbox"/>	<input type="checkbox"/>	A7
8. Do you use your Home for rental management purposes i.e. Home Office?	<input type="checkbox"/>	<input type="checkbox"/>	E8
9. IN ALL CASES, PLEASE COMPLETE SECTION A9	<input type="checkbox"/>		A9
10. IN ALL CASES, PLEASE SIGN THE DECLARATION AT A10	<input type="checkbox"/>		A10

A1. Computerised Accounting Systems

What system are you using? System _____ Version _____
User Name _____ Password _____

Please provide the following records:

	Enclosed	N/A
- A backup disk for your financial year.	<input type="checkbox"/>	<input type="checkbox"/>
- Copies of the following reports printed from your system:		
- Annual Summarised General Ledger	<input type="checkbox"/>	<input type="checkbox"/>
- Annual detailed General Ledger	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Reconciliations as at Balance Date	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statements at 31 March 2013	<input type="checkbox"/>	<input type="checkbox"/>

A2. Computerised Cashbook

What system are you using? System _____ Version _____
User Name _____ Password _____

Please provide the following records:

	Enclosed	N/A
- A backup disk for your financial year.	<input type="checkbox"/>	<input type="checkbox"/>
- Copies of the following reports printed from your system:		
- Detailed Cashbook (by account code) for the year	<input type="checkbox"/>	<input type="checkbox"/>
- Summary Cashbook (by account code) for the year	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Reconciliations as at Balance Date	<input type="checkbox"/>	<input type="checkbox"/>
- Cheque books and Deposit Books for the full year	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statements for the full year for all bank accounts	<input type="checkbox"/>	<input type="checkbox"/>

A3. Manual Cashbook or no system

Please provide the following records:

	Enclosed	N/A
- Your cashbook (if one is kept)	<input type="checkbox"/>	<input type="checkbox"/>
- Bank reconciliation as at balance date (if completed)	<input type="checkbox"/>	<input type="checkbox"/>
- Cheque books and Deposit Books for the full year	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statements for the full year for all bank accounts	<input type="checkbox"/>	<input type="checkbox"/>

If no cashbook has been kept, please ensure the following:
- All cheque butts are completed in full, or detailed on the bank statements.
- Any direct debits or eftpos transactions are detailed on the bank statements
- The source of all deposits are clearly identified on the bank statements

L5. Loans, Hire Purchase and Lease Agreements

Please provide the following records:

	Enclosed	N/A
- Copies of any new agreements.	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any agreements repaid or refinanced during the year	<input type="checkbox"/>	<input type="checkbox"/>
- Confirmation of loan balances as at balance date	<input type="checkbox"/>	<input type="checkbox"/>
- Loan account statements if available	<input type="checkbox"/>	<input type="checkbox"/>

F1. Assets

Please provide the following records:

Enclosed N/A

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

Sales

- A detailed list of any assets sold including the date sold and sale value

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Disposals/Write Offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal.

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A6. Buying/Selling Investments, Real Estate or a Business

- A copy of all documentation including legal statements and Sale and Purchase Agreements

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A7. Motor Vehicles (from log books)

Note: Log book records should be maintained for three months during every three year period. However, it may be appropriate to record the travel for the entire year. If applicable, advise total distance travelled this year and distance travelled on rental matters.

Vehicle

Business Travel	_____	kms
Total Distance Travelled	_____	kms

Vehicle

Business Travel	_____	kms
Total Distance Travelled	_____	kms

E8. Home Office Allowance

The annual total of the following expenses are required in order to complete the calculations:

Power and Gas	\$ _____	Rates and Water Rates	\$ _____
Insurance (contents, bldg)	\$ _____	Telephone (landline)	\$ _____
Interest (on Mortgage)	\$ _____	Repairs and Maintenance	\$ _____
Rent (if property not owned)	\$ _____	Body Corporate Fees	\$ _____

Note: if you have supplied details of your house and the area used for business purposes to Vision Accounting Solutions Ltd in prior years, and the details have not changed, you do not need to supply the following information.

The total floor area of the house is: (including garaging)	_____	m ²
The total floor area used for business purposes is: (including storage & garaging of business vehicles)	_____	m ²

A9. General (to be completed in all cases)

Please supply the following information:

	Enclosed	N/A
1. Copies of all Insurance/Work Place Accident Insurance/ACC invoices.	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500.	<input type="checkbox"/>	<input type="checkbox"/>
3. Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item.	<input type="checkbox"/>	<input type="checkbox"/>
4. Details of the amount of any business income not banked into the business account, for example cash taken for private use, rents received in cash.	<input type="checkbox"/>	<input type="checkbox"/>
5. Details of any business expenses paid via a credit card which has not been analysed through the business accounting systems, including copies of all credit card statements for the year with business items identified.	<input type="checkbox"/>	<input type="checkbox"/>
6. Details of any business expenses paid from private funds which have not been reimbursed by the business.	<input type="checkbox"/>	<input type="checkbox"/>
7. If running the rental business as a company, were there any changes in shareholding or directorships?	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of any other matters which you feel might be relevant to determining the tax position of the business for the financial year.	<input type="checkbox"/>	<input type="checkbox"/>

A10. DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I hereby authorise Vision Accounting Solutions Ltd to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

Signed: _____

Date: _____