



CLIENT DETAILS

Company Name _____ Primary Contact _____ Date: DD MM YYYY
 Email _____ Phone _____

OPERATING ENVIRONMENT

Turnover _____
 Ownership Structure _____
 Family Details _____
 Notes

SOFTWARE

What accounting software is being used? _____
 Add-on Software _____
 Add-on Software _____
 Add-on Software _____
 Add-on Software _____
 Super Clearing House _____

ATO Obligations	Monthly	Quarterly	Annual	Yes	No	Cash	Accrual
BAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Tax Payable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Services Required

- Data Entry BAS/IAS Dashboard Report Meeting Health Check On-Site Services
- Off-Site Services Debtors Follow-Up Prepare & Send Sales Invoices Enter Invoices
- Pay & Management of Invoices Superannuation Payment Employee Entitlements Management
- Grants Reconciliation Process Payroll Pay Payroll

Notes

SALES

Primary Contact _____

How many invoices raised per month? _____

When are invoices raised? _____

Who raises invoices? _____

Who are customers? _____

Process outline for invoices raised/approved? _____

What are payment terms? _____

Who is responsible for debtors and how are they followed up? _____

Notes

PURCHASES

Primary Contact _____

How many invoices are received per month? _____

When are invoices paid? _____

Who approves payment? _____

Who are suppliers? _____

How are suppliers received / approved for payment? _____

How do suppliers receive payment? _____

Remittance advice? _____

Who is responsible for payment / approval? _____

Notes

EMPLOYEES

How many employees? _____

How often are employees paid? _____

When is the next pay date? DD MM YYYY _____

How is employee timesheet recorded / approved? _____

How are employees paid? _____

Who pays super? _____

Are there any contractors? Is Super payable? _____

EMPLOYEES CONTINUED

How is annual leave managed? _____

Who approves annual leave? _____

What is the process for updates change to employee details? _____

Xero _____ SCH _____ Notifications _____

Current Employee Onboarding Process

Employment Contracts TFN Decs Super Choice Forms National Employment Standards



Who is responsible for collection/updates? _____

Personal Email Addresses? _____

Notes

FIXED ASSETS

Is there a depreciation schedule maintained? _____

How is depreciation calculated? _____

Is depreciation claimed correctly? _____

Types of assets? _____

Notes

RECONCILIATIONS

How many bank accounts? _____

Who is responsible for reconciliations? _____

Who requires bank statements if required? _____

Notes

JOB TRACKING

Are jobs used? _____

How do jobs/job reporting help understand the accounts? _____

Notes

NOTES

Notes