w Notos for a Rusinoss Client T, -

Interview No	tes for a Business Client	Year ended 30 June		
		Prepared by		
Client Name		Date		

Business Details						
Business Details						
Person Interviewed						
Nature of Business						
Business Name						
Business Address						
Date Commenced and/or Cease	ed Business if During the Year					
	Records S	Supplied				
Bank Statements		New Loan/HP/Lease Docs				
Cheque Butts		PAYG Payment Summaries				
Deposit Books		Private Health Ins Statement				
Cash Book		Interest Received				
Computer Data Back-up		Dividends Received				
Cash Expenses		Tax Statement for Investments				
Credit Card Expenses		CGT Details if Applicable				
BAS's (if self-prepared)		Rental Income & Expenses				
Loan Statements		PY Financials (new clients)				
	How Does Client Dea	l with Gross Income				
	How Does Client	t Pay Expenses				

Specific Items					
Cash Expenses Paid From	Takings / Drawings / Other				
Any Sale of Assets from Prior Year Depreciation Schedule	Y/N				
Any Asset Purchases Not Shown in Records	Y/N				
Unbanked Income (if applicable)	\$				
Closing Stock at 30 June	\$				
Trade Debtors at 30 June	\$				
Trade Creditors at 30 June	\$				
Sundry Creditors at 30 June (list below)	\$				
Discuss Personal Services Income Rules (if applicable)					

New Loans and/or Leases								
Finance From		Т	o Acquire		Туре		Amount	Agreement
					Loan/Lease	\$		Y / N
					Loan/Lease	\$		Y / N
					Loan/Lease	\$		Y / N
					Loan/Lease	\$		Y / N
					Loan/Lease	\$		Y / N
Motor Vehicle Expenses for All Vehicles								
Vehicle Description	Engine Size	Owner Name	Log Book % (if applicable)	Year Kept	Est of Bus Kr (if applicable	-		imate of Bus applicable)

Telephone Expenses						
Telephone		Cost	Cost Bus Use Basis of Estimate		s of Estimate	
Home		\$	%			
Business		\$		%		
Mobile		\$		%		
Internet \$		\$		%		
		\$		%		

%

\$

Electricity						
Location	Cost	Bus Use		Basis of Estimate		
Home	\$		%			
Office	\$	%				
	\$	%				
	\$		%			
		Interest				
Lender	Amount	Bus Use		Basis of Estimate		
	\$		%			
	\$		%			
	\$		%			
	\$		%			
	Place	of Business Ex	pense	25		
Address						
Details of Business Use						
Function		Duchas		Desis of Estimate		
Expense Council Rates	Amount \$	Bus Use	%	Basis of Estimate		
Water Rates	\$		%			
	\$					
House Insurance Contents Insurance	\$	%				
Interest	\$	%				
	\$	%				
Rent Repairs & Maintenance	\$	%				
Repairs & Maintenance			% %			
		\$ 9 Purchase of Busines				
Date Purchased						
Vendor's Name						
Purchase Price			\$			
Finance From (if applicable)						
Finance From (if applicable) Finance Contract Supplied (if applicable)				Y / N		
Finance Amount (if applicable)			\$			
Written Contract			Y / N (if yes, copy to be supplied)			
Solicitor's Name, Address & Telephone Number			• (11			
If No Written Contract –						
(a) Goodwill Price & How Determined			\$			
(b) Plant & Equipment Price & How Determined			\$			
			·			

\$

\$

(c) Stock Price & How Determined

(d) Any Other Price & How Determined

Sale of Business					
Date Sold					
Purchaser's Name					
Sale Price	\$				
Written Contract	Y / N (if yes, copy to be supplied)				
Solicitor's Name, Address & Telephone Number					
If No Written Contract –					
(a) Goodwill Price & How Determined	\$				
(b) Plant & Equipment Price & How Determined	\$				
(c) Stock Price & How Determined	\$				
(d) Any Other Price & How Determined	\$				
Other Information for Personal Tax Return					
Use form under "Records Personal" for a checklist of what is required for personal returns.					