

# New Client Questionnaire for Accounting/Bookkeeping Services

Accounting and Bookkeeping Services Questionnaire V.4.0 – 01.08.2020

Company Name: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Industry & Principal Product/Service: \_\_\_\_\_

Principal (Director, CEO, CFO) decision making contact: \_\_\_\_\_

Internal Accountant/Bookkeeper/Comptroller contact: \_\_\_\_\_

## Current Status

- Platform: QuickBooks Online \_\_\_\_\_ QBO/T \_\_\_\_\_ Year: \_\_\_\_\_
- Last completed financial statements date: \_\_\_\_\_
- Books Closed? Y / N Date: \_\_\_\_\_
- Assets and Liabilities matches last filed tax return (Schedule L): Y / N
- Tax Year: \_\_\_\_\_
- Capital Accounts and Retained Earnings match Schedule K, M-1, M-2: Y / N
- Who is responsible for reporting financial statements (internal CFO, Comptroller, etc.): \_\_\_\_\_
- Have you worked with other accountants, external bookkeepers, accounting/financial advisors in the past? Y / N Who?: \_\_\_\_\_
- If so, what kind of work have they done?
- What did you like from those previous professional services?
- What did you dislike?
- Do you manage or track inventory?
- Do you have employees and/or subcontractors? And how many of each?

Other Notes:

How often do you need to review financial reports (and feel a high level of confidence that the numbers are as accurate as possible; including: bank and credit card accounts reconciled, customer and vendor balances accurate, and/or inventory valuation is accurate)?

Daily  Semi-weekly  Weekly  Biweekly  Monthly  Quarterly  Annually

Notes:

How often do you expect to have a conversation with your external bookkeeper / accountant?

# Bookkeeping Questionnaire

**RJ Alexander**

## **Bookkeeping Questionnaire:**

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