



## FINANCIAL SERVICES QUESTIONNAIRE

Please complete and return this form to Richard Kern [rkern@new.org@new.org](mailto:rkern@new.org@new.org) so that we can better assess your financial service needs.

### Client/Company Information

Company name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Executive Director name & email: \_\_\_\_\_  
 Dates of Fiscal Year: \_\_\_\_\_  
 Date of last prepared Financial Statement: \_\_\_\_\_  
 Bookkeeper name, phone, & email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Accountant name, phone, & email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Bookkeeping Information

1. Bank name(s): \_\_\_\_\_
2. Number of checking accounts: \_\_\_\_\_ Number of other accounts: \_\_\_\_\_
3. Average number of checks written/month: \_\_\_\_\_
4. Do you use debit cards? \_\_\_\_ Average number of debit transactions/month: \_\_\_\_\_
5. Do you use credit cards? \_\_\_\_ Average number of credit transactions/month: \_\_\_\_\_
6. Average number of bank deposits/month: \_\_\_\_\_
7. Do you invoice for any services rendered? \_\_\_\_ How many invoices/month? \_\_\_\_\_
8. How many vendors do you pay each month? \_\_\_\_\_
9. Is your business checking account used to pay any personal expenses? \_\_\_\_\_
10. Are any personal checking accounts used to pay business expenses? \_\_\_\_\_
11. Are your books current & up-to-date? \_\_\_\_ If not, will they be when NEW takes over bookkeeping? \_\_\_\_\_
12. Do you reconcile your bank and credit card statements? \_\_\_\_\_
13. Who prepares your IRS Tax Form 990? \_\_\_\_\_ Year last filed? \_\_\_\_\_  
 Will your tax preparer require our assistance with 990 preparations? \_\_\_\_\_
14. Do you prepare either an annual budget or a cash flow forecast? \_\_\_\_ Will you require assistance preparing an annual budget or a cash flow forecast? \_\_\_\_\_
15. Do you have employees (W2)? \_\_\_\_ If yes, how many? FT: \_\_\_\_ PT: \_\_\_\_\_
16. Do you have independent contractors (1099)? \_\_\_\_ If yes, how many? \_\_\_\_\_
17. Who processes your payroll? \_\_\_\_\_ What is your payroll schedule? \_\_\_\_\_
18. What type of employee benefits do you offer?  
 \_\_\_\_\_
19. Do you rent or own the facility where you do business? \_\_\_\_\_
20. What is your company's approximate annual revenue? \$ \_\_\_\_\_
21. Where is your revenue derived from? (Please include source and % of total)  
 \_\_\_\_\_

22. What type(s) of earned income do you have?  
\_\_\_\_\_

23. Do you owe money to any banks or individuals? \_\_\_\_\_ If yes, please list along with payment terms: \_\_\_\_\_

24. Do you accept grant funding support? \_\_\_\_\_ How often do you allocate expenses to grant fund sources or restricted funds in an average month? \_\_\_\_\_

25. Who is responsible for preparing reports for funding organizations? \_\_\_\_\_

26. Do you need assistance with grant reporting? \_\_\_\_\_

27. Do you award grants to other organizations or individuals? \_\_\_\_\_ How are those funds disbursed? \_\_\_\_\_

28. What receivables do you track (grants, sales, pledges, etc)? \_\_\_\_\_

29. Do you use or need a Point of Sale system? \_\_\_\_\_

30. Do you use online banking services, (i.e. BillPay?) \_\_\_ Do you use PayPal? \_\_\_\_\_

31. Do you track petty cash? \_\_\_\_\_ Do you offer & track cash advances? \_\_\_\_\_

32. Do you track inventory? \_\_\_\_\_

33. Do you collect sales tax on inventory or on event admissions? \_\_\_\_\_

34. Do you have special events or membership meetings? \_\_\_\_\_

35. How do you track donors and donations received?  
\_\_\_\_\_

36. Do you currently produce financial reports? \_\_\_\_\_ How often? \_\_\_\_\_

37. Do you have or need a profit/loss statement by department or business segment? \_\_\_\_\_

38. How many Directors are on your Board? \_\_\_\_\_ Do you have a Finance Committee? \_\_\_\_\_

39. Do you have regular independent audits? \_\_\_\_\_ What is your audit schedule? \_\_\_\_\_ Do you require audit readiness assistance? \_\_\_\_\_

40. Do you have financial controls in place, including policies, procedures, and other infrastructure? \_\_\_\_\_

41. What accounting software are you currently using? Please include version.  
\_\_\_\_\_

42. Are you interested in using our firm to set up new QuickBooks accounting software for your company? \_\_\_\_\_

43. On a scale of 1 to 5, with "1" being no experience and "5" being an expert, rate the skill level of your QuickBooks users: \_\_\_\_\_

44. On a scale of 1 to 5, "1" being no experience and "5" being an expert, rate the skill level of your bookkeeper: \_\_\_\_\_

45. Is there any additional information that we should be aware of to assist us in assessing your bookkeeping needs?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_