



3186 Contra Loma Blvd, #105, Antioch CA 94509
Ph (925) 757-1075 • Fax (925) 754-7451
Email: info@kdaaccountingservices.com

Get Started with KDA Accounting

Schedule your free consultation by:

- email: info@kdaaccountingservices.com
- or
- phone: (925) 757-1075

New clients can download, complete, and email the questionnaire to: info@kdaaccountingservices.com

NEW CLIENT'S QUESTIONNAIRE

BOOKKEEPING, ACCOUNTING & CONSULTING

Business Information Section

Company Name _____

Company Business Structure _____
(Sole Proprietor, LLC, Partnership, C-Corp or S-Corp)

Industry & Principal Product/Service _____

Principal Decision Maker Contact _____
(Director, CEO, CFO etc.)

Years in Business _____

Current Status

Accounting Software _____

How do you track your books? _____
(Cash-basis, Accrual-basis or both/hybrid)

Who is responsible for reporting financial statements? _____

Are you currently processing your accounting internally or outsourcing? _____

- If outsourcing, who? _____
- What kind of work have they done? _____

- What do you like about outsourcing? _____

- What do you dislike about outsourcing? _____

Why are you changing Bookkeepers? _____

How often do you need to review financial reports with your bookkeeper / accountants? _____
(Weekly, Bimonthly or Monthly)

Do you expect your bookkeeper / accountant to be available to engage with 3rd parties such as:
tax preparer, insurance brokers, payroll company, pension administrator, bankers/lenders, vendors, &
customers? Y / N

If so, which 3rd party? _____

Bookkeeping Services

How many bank accounts do you have? _____ What Bank? _____
(Includes checking, savings and MM)

How many credit card accounts do you have? _____

Does the company have certain liabilities?

- Bank Loans / Lines of Credit? Y / N
- Car Loans or Leases? Y / N
- Personal Loans? Y / N

Accounts Receivables

How do you prepare your invoices? _____

- Accounting Software listed above? Y / N
- Do you use third party Software? Y / N

Do you collect Sales Tax? Y / N If so, which state? _____

Accounts Payable

How do you pay your bills? _____

- Manual Checks Y / N
- Print Checks from Accounting Software Y / N
- Online Bill Pay Y / N
- Other Y / N

How often do you process a check run? _____
(Weekly, Bimonthly or Monthly)

Do you have a purchase order system Y / N Do you manage or track inventory? Y / N

Do you have subcontractors? Y / N If so, how many? _____

Do you track or want to track income and expenses by a segment/location/division of your business? Y / N

Do you track or want to tract all direct expenses related to a customer job? Y / N

Payroll Processing

Do you have employees? Y / N If, so how many? _____

- Do you use Third Party Payroll Service? Y / N If so, which? _____
(ADP, Paylocity, Paychex etc.)
- Do you lease employees (Professional Employer Organization (PEO))? Y / N
 - If so, which PEO Company? _____

How often do you process payroll? _____
(Weekly, Bi-weekly, Semimonthly, Monthly)

Do you pay sales commission Y / N If so, what is it based on _____
(volume, profit or other)

Benefit Administration

Do you accrue vacation / sick time for your employees? Y / N

- If so, how do you track the employee's hours
 - calculated within your 3rd party payroll service
 - other software program If so, name of software? _____

Do you offer an employee benefit package? Y / N

- If so, do you administer in-house? Y / N

Do you have an insurance broker? Y / N

Do you have a 401k retirement plan? Y / N

Do you have a retirement plan administrator? Y / N

Financial Accounting and Reporting

Last completed financial statement date _____

Last completed income tax return _____

How often do you review and prepare financial statement? _____
(monthly, quarterly, semiannually or annually)

- Profit and Loss Statement
- Balance Sheet

Do you prepare Internal Management Reports? Y / N

- Budget? Y / N If so, how often do you monitor Actual vs Budget Reports?

(monthly, quarterly, semiannually or annually)

- Cash Flow Projections? Y / N
- Profit and Loss by facility or product (job costing)? Y / N
- Profit and Loss trend and interim reporting? Y / N
- Other? _____

Do you have other Joint Ventures or companies that you need accounting services? Y / N

How much experience do you feel you have in understanding your financial statement and making decisions based on the information provided? _____

- How much walk through are you expecting from your accountant? _____

Duties and Responsibilities

Which of the above areas of service would you like to involve KDA Accounting in?

- **Bookkeeping and Accounting Services**

- Creating Purchase Orders
- Creating Sales Orders
- Creating Customer Invoices
- Applying Payments to Customer Accounts
- Sales Tax Reports
- Tracking Inventory
- Creating Vendor Bills
- Paying bills with check
- Processing payroll through 3rd party company
- Benefit Administrator
- Reconciling Bank Statements
- Posting and Reconciling Credit Card Statements
- Fixed Asset Control
- Preparing Standard Financial Statements
- Preparing Internal Management Reports including budget
- Year End Annual Reporting
 - Filing 1099's
 - Business License Renewal
 - 571L Fixed Asset for Personal Property – Annual
 - Secretary of State (Statement of Information Domestic stock)
 - 401k Census

- **Consulting Services**

- Consult and train the client's staff in the accounting department
- Assist with Client's Accounting Procedure and Document Manual
- Correct any deficiencies that are detected in your accounting software records
- Accounting Software Training (various software client uses)
- Set up Client's accounting software system
- Integrate accounting software from one program to another
- New Business Set-up:
 - EIN Registration
 - Business structure guidance (LLC, Sole Proprietor, S-corp)