



## FY2017/18 Practice Performance Survey Working Document for Micro Firms (<5 staff)

The following pages contain a hard copy of the questions contained in the FY2017/18 Practice Performance Survey for Micro Firms (being those with **less than five** staff in accordance with ABS definitions). *Note that this is a new survey category this year.*

**It is strongly recommended that you work through the questions in this document prior to accessing the live survey to ensure that you have gathered all the necessary information as you will not be able to exit and return to the survey once started.**

When you are ready to upload your data you can access the live survey [here](#) or through the link on the [Practice Performance Survey](#) page on the Consult Australia website.

*Note that surveys cannot be submitted on this form.*

If you have any questions, please contact Kisanne Dulin, Director – Membership and Commercial Services on (02) 8252 6718 or at [kisanne@consultaustalia.com.au](mailto:kisanne@consultaustalia.com.au).

## General information

**\* 1. Please provide your contact information below**

Name

Company

Email Address

Phone Number

**2. Please specify the end date of the financial year you are reporting on**

**3. Income, costs and profit [\$]**

Fees

Other income

**Total income**

Wages and salaries

Other costs

**Total costs**

**Pre-tax profit** *total income - total costs*

## Employment

### 4. Employment [Full Time Equivalent Number] (as at the last pay period of your financial year)

Technical personnel

Non-technical personnel

Contract staff

**Total working in the business**

Billable technical hours

Non-billable technical hours

**Total hours** *billable hours + non billable hours*

Utilisation [%] *billable hours / total hours*

## Assets

### 5. Assets [\$]

*(at end of your financial year)*

Work in progress

Debtors

Cash at bank

Other

**Total current assets**

Property, plant and equipment

Other non-current assets

**Total non-current assets**

**Total assets** *total current assets + non-current assets*

[Note: this needs to equal 'Total liability and equity' in Q6]

## Liabilities

### 6. Liabilities and equity [\$]

*(at end of your financial year)*

Creditors

Short-term loans from shareholders

Other short-term loans

Other

**Total current liabilities**

Long-term loans from shareholders

Other long-term loans

Other

**Total non-current liabilities**

**Shareholders' equity**

**Total liability and equity** *total current liabilities + non-current liabilities + shareholders' equity*

[Note: this needs to equal 'Total assets' in Q5]