



FY2017/18 Practice Performance Survey Working Document for Small & Medium Firms (5-199 staff)

The following pages contain a hard copy of the questions contained in the FY2017/18 Practice Performance Survey for Small & Medium Firms (being those with **five or more but less than 200 staff** in accordance with ABS definitions). *Note that the maximum staff number has increased since last year.*

It is 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.

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

Income

3. Income, costs and profit [\$]

Fees

Other income

Total income

Wages and salaries

Employment on-costs

Payments to sub-contractors

Travel (incl accommodation)

Finance and legal (incl interest, insurance and bank fees)

Marketing, communication and business development (incl entertainment)

Information technology (hardware, software, telephones internet etc)

Human resources (incl placement fees, staff training, seminars etc)

Other costs

Total costs

Pre-tax profit *total income - total costs*

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 + total non-current assets*

[Note: this should 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 should equal 'Total assets' in Q5]

7. Please confirm the numeric format used

- All numbers in full (ie ten thousand = 10,000)
- Numbers as 000's (ie ten thousand = 10)