



## FY2019/20 Practice Performance Survey

### Working Document

#### Small & Medium Firms (<199 staff)

The following pages contain a hard copy of the questions contained in the FY2019/20 Practice Performance Survey for Small & Medium Firms (being those with **less than 200 staff** in accordance with ABS definitions).

**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 — you will not be able to exit and return to the same survey instance.**

When you are ready to upload your data you can access the live survey [here](#). *Note that surveys cannot be submitted on this form.*

A definition of terms used can be found [here](#).

If you have any questions, please contact Nicola Grayson, CEO at [nicola@consultaustralia.com.au](mailto:nicola@consultaustralia.com.au).

### Welcome to the FY2019/20 Practice Performance Survey for Small and Medium Firms and thank you for your participation!

By completing this survey your business will be provided in return with industry data on the main test of business performance—return on investment—and on the factors that determine it. This will show you how your business' return achieved in 2019/20 compares with the average return earned by others in the industry, which you can use to inform your business strategy. The survey results also provide data on the size, structure, and performance of the industry as a whole. This information is used to develop and support the material Consult Australia puts to government (and others) to advance the interests of members. As a result, your participation in the survey will not only provide results that will help you to benchmark and improve your profitability; it will also help the advocacy work we do on your behalf.

**This survey is for use by firms with less than 200 staff**, if you have more than 200 staff please use the FY2019/20 Practice Performance Survey - Large Firm which can be accessed [here](#).

Data collection for this survey is open until close of business **Friday 18 September 2020**.

#### **Confidentiality**

The confidentiality of the information you supply has been safeguarded and all results are reported anonymously.

Data collection for this survey is run through a dedicated SurveyMonkey license. SurveyMonkey uses some of the most advanced technology for Internet security that is commercially available today – you can view the full security statement [here](#).

#### **Help available**

A hard copy of the survey, along with a full list of definitions of terms used, is available [here](#).

If you have any questions in regard to completing the survey, please contact Nicola Grayson, CEO, Consult Australia at [nicola@consultaustralia.com.au](mailto:nicola@consultaustralia.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*

Staff

**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)

## 8. Profit and loss

Please attach a copy of the profit and loss statement that you have used to inform this survey. This will be used to clarify the data you've provided and cut down the need for follow up queries (please attach either pdf, doc, docx, png, jpg, jpeg, or gif).

Choose File

Choose File

No file  
chosen

## 9. Balance Sheet

Please attach a copy of the balance sheet you have used to inform this survey. This will be used to clarify the data you've provided and cut down the need for follow up queries (please attach either pdf, doc, docx, png, jpg, jpeg, or gif)

Choose File

Choose File

No file  
chosen



You have now completed the survey - thank you for taking the time to participate!