



Beyond The Next Level, Inc.
701 Commerce Street, Dallas, TX 75201 (214)-561-6181

"Let BTNL create your financial story and take your business to the next level!"

Client Information Sheet

1. Name Of Company: _____
2. Address Of Company: _____
City _____ State _____ Zip Code _____
3. Company Telephone Number: _____
4. Company Fax Number: _____
5. Company website: _____
6. Year established: _____
7. Contact Person Name: _____
8. Contact Person Telephone Number: _____
9. Contact Person Email Address: _____
10. Type Of Company: _____
11. Business Structure: _____
12. Line Of Business: _____
13. Employee Identification Number (EIN) or Social Security Number (SSN):

14. Estimated Annual Gross Revenue: _____
15. Number of Employees: _____



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16. What is your mission statement?

17. What are your organizations major programs for the year(s)?

18. What are your organizations major fundraising events for the year(s)?



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19. How many transactions does your organization average a month? Transactions include but are not limited to all debits, deposits, credit card charges, checks, accruals, transfers, and employee payroll?

20. How many bank accounts does your company maintain? Which bank(s)?

21. How many credit cards does your company own? What is(are) the balance(s)?



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22. What financial goals do you have for your organization?
Please include timeframe.

23. What are the financial needs of your organization?
Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Reconciling Accounts | <input type="checkbox"/> Financial Infrastructure |
| <input type="checkbox"/> Quarterly Review | <input type="checkbox"/> Financial Policy & Procedures |
| <input type="checkbox"/> Internal Audit | <input type="checkbox"/> Grant Resources |
| <input type="checkbox"/> Bookkeeping | |

24. Who is responsible for the oversight of your financial transactions? Does the position include oversight of programming and general funds activities?



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25. Do your bylaws require financial checks-n-balances of financial transactions?
If so, what are they? (Ex. dual signatories on company checks)

26. How often do you update/reconcile your financial records? Monthly, Quarterly,
Annually, Not at all?

27. Has your company filed a business tax return? If so, what years? If not have
you been designated exempt by the I.R.S.?

28. Has your company undergone an audit within the last 3 years? If so, when and
by whom?



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29. If any, what were the recommendations?

30. Please provide the following documentation, if applicable along with your Questionnaire:

- i. Copy of each month of all bank statements
- ii. Copy of YTD financial record keeping spreadsheets or Financial Statements. (Excel, Access, QuickBooks, etc.)
- iii. Copy of Bylaws
- iv. Copy of most recent audit findings and recommendations
- v. Copy of financial policy and procedures

Thank you for giving BTNL the opportunity to serve you!