Template: Requesting accounting advice from the

Department of Finance

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| Foreword  The following is a suggested entity template for requesting accounting advice from the Accounting Policy Section of the Department of Finance (Finance).  It is recommended that the request includes as much information about the query as possible, as this allows Finance to provide advice that is particular to your situation in a timely manner. |

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| **Request for financial accounting advice** | |
| **Enquiry from** | *(Entity’s name and primary contacts details)* |
| **Financial year** |  |
| **Financial Statements line item** |  |
| **Question(s)** | *(Brief description of the question/s)* |
| **Related Standards, Legislation and Policy** | *(List the related standards, legislation and policies which you believe relate to the issue)* |
| **Background - Relevant Documentation and Facts** | *(List all the relevant docs/facts/reasons/examples to support your position, please attach any position papers completed on the issue)* |
| **Desired Outcome** | *(Outline your specific desired outcome from the advice)* |