Business Checklist

End of Financial Year 2018-2019

Please ensure you attach all relevant documentation to this checklist, then sign and date below, and return your checklist and documentation to us. The effort you invest to complete this checklist will allow us to complete your accounts effectively.

UNIQsol

As per the terms of engagement attached, I/we hereby instruct you to prepare my taxation return/s for the year ended 30 June 2019.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies, insurance companies and all government agencies such as the ATO to obtain the information as you require to enable you to carry out the above assignment.

Name:	*Signature:*	*Date:*
______________________	______________________	______________________

Name:	*Signature:*	*Date:*
______________________	______________________	______________________

PART 1: UNIQsol Correspondence

Preferred Method of Receiving Correspondence

At UNIQsol we have the technology available to send information to you electronically. Which is your preferred method of receiving correspondence from our office?

Electronically ☐	Postal ☐

Are Your Contact Details Up to Date?

Have your contact details recently changed? *If 'no' please proceed to Part 2*	
If Yes, please indicate your correct contact details below:	
Postal Address:	
Residential Address:	
Email:	
Home Phone:	
Business Phone:	
Mobile:	

PART 2: Bank Account Details

Personal tax refunds from the Australian Taxation Office will be deposited directly in to your bank account. Please provide banking details for each individual.

Taxpayers Name	Account Name	BSB	Account Number

PART 3: Bookkeeping Details

Bookkeeping System Details

Did you change your Bookkeeping system this financial year? *If 'no' please proceed to Bookkeeper details*	
If Yes, please indicate date of change:	
Which Bookkeeping program do you currently use? *(e.g. MYOB, Xero etc.)*	
What version of this Bookkeeping program do you currently have?	
Are your Bookkeeping file/s password protected?	
If Yes, please provide the current password:	

If you are not comfortable supplying password information on this form you are welcome to provide it by contacting our office via phone, email or in person.

Bookkeeper Details

Did you change/employ a Bookkeeper this financial year? *If 'no' please proceed to Part 4*	
If Yes, please indicate the name of your Bookkeeper:	
Bookkeeper's current phone number:	
Bookkeeper's current email address:	

PART 4: End of Year Information to 30 June

Important information for both Non Primary Production and Primary Production

Enter the name of the entity under each heading		Entity 1	Entity 2	Entity 3
Debtors *Do you have money owing to you for sales up to and including 30 June which were received after 30 June?*	**Yes or No** See cashbook			
	Yes or No Appendix (attached)			
Creditors *Do you have money owing to suppliers for expenditure up to and including 30 June which were paid for after 30 June?*	**Yes or No** See cashbook			
	Yes or No Appendix (attached)			

Non Primary Production Customers Only

Enter the name of the entity under each heading		Entity 1	Entity 2	Entity 3
Cash on hand *(as at 30 June)*	**Yes or No** See cashbook			
	Yes or No Appendix (attached)			
Stock on hand *(as at 30 June)*	**Yes or No** See cashbook			
	Yes or No Appendix (attached)			
Work in Progress *(as at 30 June)*	**Yes or No** See cashbook			
	Yes or No Appendix (attached)			
Goods Taken from Stock *(for personal use during the past financial year*	**Yes or No** See cashbook			
	Yes or No Appendix (attached)			

Primary Production Customers Only

Livestock on Hand

______________________________________ Enter in Name of Entity 1 here

Livestock on hand at 30 June **Yes or No**

Livestock	Closing Stock	Rations	Deaths
Cattle			
Horses			
Sheep			
Pigs			
Other _______________			

Livestock on Hand

Enter in Name of Entity 2 here

____

Livestock on hand at 30 June	Yes or No		
Livestock	**Closing Stock**	**Rations**	**Deaths**
Cattle			
Horses			
Sheep			
Pigs			
Other ______________			

Livestock on Hand

Enter in Name of Entity 2 here

____

Livestock on hand at 30 June	Yes or No		
Livestock	**Closing Stock**	**Rations**	**Deaths**
Cattle			
Horses			
Sheep			
Pigs			
Other ______________			

Forced Sale of Livestock

Forced sale of livestock to 30 June *(please provide copies of tax invoices relating to forced sales of livestock during the financial year)* *(Please attach)*	Yes of No

Produce on Hand

	Entity 1	Entity 2	Entity 3
Enter the name of the entity under each heading			
Produce on hand at 30 June			

Description & Details
(Tonnage)

Grain			
Cotton			
Wool on Hand			
Other _______________			

PART 5: Supporting Documentation

	Entity 1	Entity 2	Entity 3
Enter the name of the entity under each heading			
Bank Statements, pastoral Accounts or transaction listings showing balance *(1 July to 30 June)*			
Loan statements *(1 July to 30 June)*			
New chattel mortgage/hire purchases/leases/split loans taken out in the financial year *(Please attach a copy of finance documents and tax invoices for assets purchased)*			
Primary production annual statements *(AWB pools etc)*			

Enter the name of the entity under each heading	Entity 1	Entity 2	Entity 3
All BankLink reports or up-to date reconciled cashbook *(1 July to 30 June)*			
PAYG Payment Summary Statement & PAYG Payment Summaries for employees			
All Contracts including property purchase/sale, compensation agreements, sale of easements. *(including private residence)*			
Rates notices *(new properties purchased)*			
Share buy / sell contracts *(including share purchase plans, company merges & consolidations)*			
Share transaction listing *(1July to 30 June from broker or online trading account)*			
Share Portfolio Valuation *(as at 30 June from broker or online trading account)*			

	Entity 1	Entity 1	Entity 1
Enter the name of the entity under each heading			
Managed fund annual tax statements/summaries *(Usually issued between July to September)*			
Margin Loan Statements *(1 July to 30 June)*			
Share dividend notices *(including dividend reinvestment plans)*			
Interest received on all accounts *(including personal accounts)*			
Details of rental income and expenses *(including income & expenditure summaries together with loan statements & real estate agents annual report)*			
BAS & IAS Returns (copies if you completed your own & associated calculations			
Motor vehicle log book *(NB: a logbook must be completed every 5 years, or when usage changes substantially)*			

	Entity 1	Entity 2	Entity 3
Enter the name of the entity under each heading			
Legal documents eg; Lease and partnership agreement *(entered into during the financial year)*			
Conservation Tillage - Research Participation Certificate *(issued by DAFF)*			
Other……………………………….. ………………………………………..			

PART 6: Individual Information

Enter the name of the first individual here

PAYG Payment Summaries
(From employers & Centrelink)

Work related deductions

Work uniforms
Diary/stationery/work materials
Union fees/professional body memberships
Sickness & accident insurance/income protection
Donations/school building fund
Seminar costs or self education
Sun Protection Expenses

Employee share scheme documents

Private health insurance annual tax statement

Superannuation statement/notice of contributions/notice of deductibility	
Child support paid	
Other	

Enter the name of the first individual here

PAYG Payment Summaries
(From employers & Centrelink)

Work related deductions

Work uniforms
Diary/stationery/work materials
Union fees/professional body memberships
Sickness & accident insurance/income protection
Donations/school building fund
Seminar costs or self education
Sun Protection Expenses

Employee share scheme documents

Private health insurance annual tax statement

Superannuation statement/notice of contributions/notice of deductibility

Child support paid

Other ....

PART 7: Spouse Details

Do we prepare your spouse's taxation return? *If 'yes' please skip to Part 8*	

Married / **Defacto** / **Single** *(Please Circle)*

(If married/separated during the income tax year, please provide date) ....

Name		Occupation	
TFN	DOB	Taxable income	$
Reportable fringe benefits	$	Reportable super contributions	$
Child support paid by spouse	$	Net investment loss	$
Does your spouse receive any Centrelink benefits? FTB A ☐	FTB B ☐	Other ☐	
Other benefits received, please provide details*(including exempt benefits)*:			

Your spouse's details are very important to determine your eligibility for a number of tax offsets. Should we not be preparing your spouse's tax return the easiest way to obtain this information would be to provide a copy of their tax return.

PART 8: Dependant Children Details

	Name	DOB
Dependant 1		
Dependant 2		
Dependant 3		
Dependant 4		
Dependant 5		

PART 9: Other Information

Additional Information

Is there anything else we should be aware of when preparing your return?

Superannuation

Fund name	Name of member	Membership number

Legal Documents

Solicitor details:	
Did you update your Will this financial year?	
If Yes, document date:	
Document held by:	
Did you update your Enduring Powers of Attorney this year?	
If Yes, document date:	
Document held by:	
Did you enter into a new lease agreement during the year	
If Yes, document date:	
Document held by:	

Current Life / Sickness / Total and Permanent Disability Insurance Policies

Name of insured	Type	Policy number	Copy attached

Information collected by UNIQsol may contain personal information. Please refer to our Privacy policy at www.uniqsol.com.au/privacy for information about how we handle your personal information, your rights to seek access to and correct personal information, and how to complain about breaches of your privacy.

PART 10: Appendix

Debtors

Name of Debtor goes here

Debtor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
TOTAL		**$**	**$**	**$**

Name of Debtor goes here

Debtor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
TOTAL		**$**	**$**	**$**

Name of Debtor goes here

Debtor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
TOTAL		**$**	**$**	**$**

Creditors

Name of Creditor goes here

Creditor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
TOTAL		**$**	**$**	**$**

Name of Creditor goes here

Creditor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
TOTAL		**$**	**$**	**$**

Name of Creditor goes here

Creditor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
TOTAL		**$**	**$**	**$**

Cash on Hand

Name of Entity 1 goes here

Cash Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
Unbanked Takings	$	$	$
Till Float			$

Name of Entity 2 goes here

Cash Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
Unbanked Takings	$	$	$
Till Float			$

Name of Entity 3 goes here

Cash Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
Unbanked Takings	$	$	$
Till Float			$

Stock on Hand

Name of Entity 1 goes here

GST Inclusive Amount	GST Amount	GST Exclusive Amount
$	$	$

Name of Entity 2 goes here

GST Inclusive Amount	GST Amount	GST Exclusive Amount
$	$	$

Name of Entity 3 goes here

GST Inclusive Amount	GST Amount	GST Exclusive Amount
$	$	$

Work in Progress

Name of Entity 1 goes here

GST Inclusive Amount	GST Amount	GST Exclusive Amount
$	$	$

Name of Entity 2 goes here

GST Inclusive Amount	GST Amount	GST Exclusive Amount
$	$	$

Name of Entity 3 goes here

GST Inclusive Amount	GST Amount	GST Exclusive Amount
$	$	$

THIS PAGE INTENTIONALLY LEFT BLANK