



UNIQsol  
SOLUTIONS  
OUTCOMES LIFESTYLE

## ***End of Financial Year Business Checklist***

*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 2021.*

*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:*

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*Name:*

*Signature:*

*Date:*

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## 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
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### *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:**

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**Residential Address:**

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**Email:**

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**Home Phone:**

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**Business Phone:**

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**Mobile:**

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## 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**

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

## Non Primary Production Customers Only

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

## Primary Production Customers Only

### *Livestock on Hand*

*Enter in Name of Entity 1 here*

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Livestock on hand at 30 June	<b>Yes or No</b>			
	<b>Livestock</b>	<b>Closing Stock</b>	<b>Rations</b>	<b>Deaths</b>
Cattle				
Horses				
Sheep				
Pigs				
Other _____				

**Livestock on Hand**

Enter in Name of Entity 2 here

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Livestock on hand at 30 June <b>Yes or No</b>			
Livestock	Closing Stock	Rations	Deaths
Cattle			
Horses			
Sheep			
Pigs			
Other _____			

**Livestock on Hand**

Enter in Name of Entity 2 here

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Livestock on hand at 30 June <b>Yes or No</b>			
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) <b>Yes or No</b>
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## Produce on Hand

	<u>Entity 1</u>	<u>Entity 2</u>	<u>Entity 3</u>
<b>Enter the name of the entity under each heading</b>			
Produce on hand at 30 June			
<b>Description &amp; Details</b> <i>(Tonnage)</i>			
Grain			
Cotton			
Wool on Hand			
Other _____			

## PART 5: Supporting Documentation

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

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**  
*(1 July to 30 June from broker or  
online trading account)*

**Share Portfolio Valuation**  
*(as at 30 June from broker or  
online trading account)*

Enter the name of the entity under each heading

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**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)*

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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
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TFN	DOB	Taxable income	\$
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Reportable fringe benefits	\$	Reportable super contributions	\$
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Child support paid by spouse	\$	Net investment loss	\$
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Does your spouse receive any Centrelink benefits?

FTB A	FTB B	Other
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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?

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### *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

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## PART 10: Appendix

### Debtors

Name of Debtor goes here

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Debtor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

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Name of Debtor goes here

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Debtor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

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Name of Debtor goes here

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Debtor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

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*Creditors*

Name of Creditor goes here

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Creditor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

Name of Creditor goes here

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Creditor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

Name of Creditor goes here

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Creditor Name	Description	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

*Cash on Hand*

Name of Entity 1 goes here

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

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Name of Entity 2 goes here

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

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Name of Entity 3 goes here

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

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*Stock on Hand*

Name of Entity 1 goes here

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GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

Name of Entity 2 goes here

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GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

Name of Entity 3 goes here

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GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

*Work in Progress*

Name of Entity 1 goes here

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GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

Name of Entity 2 goes here

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GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

Name of Entity 3 goes here

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GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

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