



STERLING ACCOUNTANTS & BUSINESS CONSULTANTS

30 June 2009 Requirements

Please fill out the fact sheet to the best of your ability and return it to us with the rest of your information. To ensure a 6 – 8 week turnaround we require all the applicable information mentioned in this document.

Immediate Action Items:		✓
1.	Livestock Numbers	
2.	Wool on Hand	
3.	Odometer Reading for Private Vehicles	
4.	Creditors	

Information we will require:		✓
1.	Your "Reconciled" Cashbook / Computer Disk / Bank Statements.	
2.	Interest received on all your bank accounts. The bank can give you a printout if you ask for one or you can include the statements/passbooks in the information you send us. Please ensure that the passbooks are updated to 30 June 2009.	
3.	Dividends received from companies you have shares in, including dividend re-investment plans. Please include all the dividend advice slips from 1 July 2008 to 30 June 2009.	
4.	Copies of invoices for all items of equipment and vehicles purchased from 1 Jul 2008 to 30 June 2009.	
5.	Copies of new Leases, Hire Purchase and Loan agreements taken out since 1 July 2008.	
6.	The AWB & Grain pool Loan statements since 1 July 2008. Note if you are getting your wheat loans through your bank, then we will need those statements instead. In addition to this please Provide: AWB Login..... AWB Password..... Provide: Grain Pool Login..... Grain Pool Password..... Provide: Loadnet Login..... Loadnet Password.....	
7.	Bank Statements for all Bank Accounts and Loans showing balances as at the 30 th June 2009	
8.	PAYG Annual Summary Statement (Summary of Group Certificates issued for the year)	
9.	Copies of any loan statements that you have since 1 July 2008, including commercial bills.	
10.	If you have private health insurance we will need the annual summary sheet from the insurance fund.	
11.	Copies of the rates notice for your farm/business property paid between 1 July 2008 to 30 June 2009.	
12.	If you have a rental property we will need copies of the statements from the agent from 1 July 2008 to 30 June 2009, loan statements, council and water rates notices, insurance paid repairs and any other expenses relating to the property.	
13.	If you have sold any shares or rental properties during the year, please attach the purchase and sale documents	

DATABASE UPDATE:

To help us maintain our database please advise us of the following current details:

GENERAL INFORMATION

<i>Your Name:</i>			
<i>Date of Birth:</i>		<i>TFN:</i>	
<i>Spouse Name:</i>			
<i>Date of Birth</i>		<i>TFN:</i>	
<i>Postal Address:</i>			
<i>Home Number:</i>			
<i>Mobile Number:</i>			
<i>E-Mail Address:</i>			

DEPENDANTS

<i>Dependants Name</i>	<i>Date of Birth</i>	<i>TFN (if applicable)</i>

LIVESTOCK FIGURES:

	Sheep	Cattle	Pigs	Horses	Other
OPENING BALANCE @ 1/07/08					
Plus: Purchases					
Plus: Natural Increase					
Less: Sales					
Less: Killed for Rations					
Less: Deaths					
CLOSING STOCK @ 30/06/09					

MOTOR VEHICLES: (PRIVATE- NOT WORK VEHICLES OR UTES PAID BY BUSINESS)

MAKE & MODEL	REGO No	SPEEDO READING AT 30/06/09	AMOUNT OF INSURANCE PAID 01/07/08 TO 30/06/09	AMOUNT OF VEHICLE REGISTRATION PAID 01/07/08 TO 30/06/09
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

WOOL ON HAND:

Number of Bales not sold as at 30 June 2009: _____

FARMING INFORMATION:

What was the total rainfall received for 2009?mm

What was your winter crop able area?ha

What was your winter grazed area?ha

How many Farm Hands did you employ? Full time workers Part time workers.....

HIRE PURCHASE / CHATTEL MORTGAGE:

Did you take out any Loans/ Leases/ Hire Purchases/ Chattel Mortgage between 1st July 2008 and 30th June 2009?

Yes / NO

If yes please provide details. Example: Invoices & Finance papers.

FINANCER	PLANT DESCRIPTION	ASSET COST \$	ASSET TRADED IN	TRADE IN RECEIVED \$	PRINCIPAL BORROWED	NUMBER OF PAYMENTS	REPAYMENT AMOUNT \$

DEBTORS: (ATTACH YOUR OWN LIST IF MORE ROOM IS REQUIRED)

Monies *owing* to you as at 30 June 2009

ACCOUNT/INVOICE SENT TO	AMOUNT (Inc GST)	GST Amount	DETAILS

TOTAL DEBTORS: \$ _____

CREDITORS: (ATTACH YOUR OWN LIST IF MORE ROOM IS REQUIRED)

Accounts *you owe* as at 30 June 2009 which were not paid until after 30 June 2009. You may include estimates if you have not got the invoice as long as the work was done (or goods received) before 30/06/09.

ACCOUNT/INVOICE RECEIVED FROM	AMOUNT (Inc GST)	GST Amount	DETAILS

TOTAL CREDITORS: \$ _____

RENTAL PROPERTY:

Are you renting out a property? **Yes/ No**

Do you have a property Agent? **Yes/No**

(If you are renting through an agent, please provide us with the agent statements)

	1	2	3
Address:			
Owner:			
<u>RENTAL INCOME</u>			
Rental Income	\$	\$	\$
<u>RENTAL EXPENSES</u>			
Bank Charges	\$	\$	\$
Inspection fees	\$	\$	\$
Postage	\$	\$	\$
Rates	\$	\$	\$
Water	\$	\$	\$
Electricity	\$	\$	\$
Repairs and Maintenance	\$	\$	\$
Land Tax	\$	\$	\$
Management Fees	\$	\$	\$
Interest	\$	\$	\$
Strata Fees	\$	\$	\$
Telephone	\$	\$	\$
Gas	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

AMOUNTS PAID ON:

PERSONAL SUPERANNUATION – DID YOU PAY THIS THROUGH THE BUSINESS....YES / NO

NAME OF POLICY HOLDER	FUND NAME	POLICY No	TOTAL PAID (FROM 01/07/08 TO 30/06/09)
			\$
			\$
			\$
			\$
			\$
			\$

INCOME PROTECTION INSURANCE FOR ACCIDENT/SICKNESS – DID YOU PAY THIS THROUGH THE BUSINESS....YES / NO

NAME OF POLICY HOLDER	INSURANCE COMPANY	POLICY No	TOTAL PAID (FROM 01/07/08 TO 30/06/09)
			\$
			\$
			\$
			\$
			\$

PRIVATE HEALTH INSURANCE

Did you have private health insurance in the 2008/09 year? **Yes / No** (circle)

If so, complete the table below and include the statement sheet from your insurance company.

NAME OF FUND	MEMBERSHIP NUMBER	TYPE OF COVER - HOSP/ANC or BOTH	FAMILY MEMBERS INSURED
			1
			2
			3
			4
			5
			6

DONATIONS: (Attach your own list if more room is required)

Do you have any receipts for Donations given to tax deductible organisations between 1/07/07 and 30/06/09, which would not be shown in your business bank accounts?

DATE	NAME OF ORGANISATION	AMOUNT OF DONATION

QUESTIONS:

- Will you require our services to complete your Quarterly or Annual Business Activity Statements? **Yes/No**
- Would you like a free finance quote for any hire purchase or chattel mortgages during the year? **Yes/No/Maybe**
- Are you interested in developing a Share/Managed Fund portfolio? **Yes/No**
- Would you like an obligation free meeting with our financial planning partner? **Yes/No**

PLEASE REFER BACK TO THE FRONT COVER TO ENSURE YOU HAVE COMPLETED AND ATTACHED ALL REQUIRED INFORMATION.

PLEASE RETURN TO : STERLING ACCOUNTANTS & BUSINESS CONSULTANTS
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