



Australian Government

Department of Agriculture,
Water and the Environment

Services Australia

Farm Household Allowance Farm Financial Assessment

What is the Farm Financial Assessment?



The Farm Financial Assessment is an assessment of your and your partner's financial situation and must be completed and returned to Services Australia for you to be eligible for the Farm Household Allowance. All references to 'you' or 'your' from now on in this form includes your partner if applicable. The form must be completed by a Financial Assessor who will collect information relevant to you and your current farming operation and conduct an independent assessment of your financial situation and options to improve your financial security.

The financial assessor is a person:

- who has appropriate qualifications or expertise to conduct the assessment, and
- is independent and has no right or interest in the farm or any asset owned by the customer or the partner of the customer.

Following the completion of a Farm Financial Assessment, you will be required to develop a Financial Improvement Agreement with a Services Australia case officer. You must also attend review sessions with your case officer at least every 12 weeks.

Online services



You can access your Centrelink online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at my.gov.au and link it to your Centrelink online account.

Who completes this Farm Financial Assessment?

The Farm Financial Assessment has several parts:

PART A

Complete as much of PART A as you can. It is recommended that the financial questions be answered during the session with the Financial Assessor. The contents of this form can only be submitted online by going to our website servicesaustralia.gov.au/centrelinkonline and completing PART A online either on your own or with your Financial Assessor, who will then complete Parts B, C and D.

PART B

The Financial Assessor will complete PART B with you. They will use this information to analyse and assess your financial situation.

PART C

The Financial Assessor will complete PART C. They will provide financial analysis based on the information provided by you.

PART D

The Financial Assessor will complete PART D. They will provide an independent assessment of your financial situation to help them to decide what is best for the future of the farm business.

Important date

This Farm Financial Assessment must be completed by a Financial Assessor, by the date agreed with your Farm Household Case Officer (FHCO). If you cannot get an appointment with a suitable financial assessor and return the form by the agreed date, you must contact your FHCO before your due date has passed.

What you need to do

Step 1

You will need to choose a Financial Assessor who has the appropriate qualifications or expertise to conduct this assessment. They will require internet access.

You should expect one or more face-to-face appointments with the Financial Assessor and substantial consultation covering:

- your personal financial position
- your place in the farm enterprise
- the financial position of the farm enterprise
- identification of contributors to your financial hardship
- examination of strengths and weaknesses of the farm enterprise, including management plans
- profitability of business lines and business structure
- constructive suggestions to assist in the improvement of your financial security.

Step 2

Agree to a set price or fee for the Farm Financial Assessment. The Australian Government will fund up to \$1,500 for this service but will not cover the cost of any other services that an adviser may offer to provide you.

Step 3

Attend an appointment you have arranged with the Financial Assessor once you have agreed on a set price or fee.

Step 4

Take the following documents and information to the appointment with the Financial Assessor:

- a copy of your Farm Financial Assessment letter **including your logon details for the online Farm Financial Assessment**
- any current or recent business plans, agronomy plans or financial plans
- copies of the last 3 years tax returns and financial statements (including profit and loss statements and balance sheets)
- details of current income including Centrelink payments, income from non-farm employment or rental income
- any superannuation payments, annuities and other income
- details of assets and investments including bank and building society accounts, Farm Management Deposits, shares or managed investments
- details of any personal or business debts
- details of planned expenditure (for example, children's education, maintenance expenses)
- copies of any additional financial information that you provided in support of your application for the Farm Household Allowance.

Step 5

After the Financial Assessor has completed the online Farm Financial Assessment, they will submit it electronically to us. Ask your Financial Assessor to give you a copy of your Farm Financial Assessment.

Step 6

Your case officer will contact you to arrange a time to develop your Financial Improvement Agreement. It is a good idea to prepare for a discussion about your goals and objectives and how you may achieve them.

What the Financial Assessor must do

Step 1

Agree with you on a price or fee to complete the Farm Financial Assessment, making sure they have the appropriate qualifications or expertise to provide this type of service.

Step 2

Log on to the Farm Financial Assessment portal using the logon details provided by you.

If you have already filled out PART A, the Financial Assessor will complete PART B with you and then complete PART C and PART D independently. You can expect one or more face-to-face appointments and substantial consultation covering:

- your personal financial position
- your place in the farm enterprise
- the financial position of the farm enterprise
- identification of contributors to your financial hardship
- examination of strengths and weaknesses of the farm enterprise, including management plans, profitability of business lines and business structure
- constructive suggestions to assist in the improvement of your financial security.

Step 3

The Financial Assessor will submit the completed Farm Financial Assessment online through the portal and print a copy for you.

Step 4

The Financial Assessor must submit an itemised invoice made out to Services Australia which includes:

- their Australian Business Number (ABN)
- the customer's name
- the date of the service, and
- the cost of the completion of this Farm Financial Assessment.

WARNING: Services Australia may withhold payment from persons who do not hold appropriate qualifications or expertise who fail to act in good faith (that is, answer all questions to the best of their ability).

For more information



Go to servicesaustralia.gov.au or visit one of our service centres.

Call us on **132 316**.

We can translate documents you need for your claim for free.

To speak to us in other languages, call **131 202**.

Note: Call charges may apply.

If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Definition of a partner

If you have a partner, we generally consider you a member of a couple. Under social security and family assistance law, we consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

We may still consider you a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicesaustralia.gov.au/moc

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Farm Household Allowance Farm Financial Assessment (SU699)

What to do:

1. Complete as much of **PART A** as you can. It is recommended that the financial questions be answered during the session with the Financial Assessor.
2. Take this form to the Financial Assessor to complete **PART B, C and D**.

Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

PART A — To be completed by the customer

1 Your Centrelink Reference Number (if known)

- - -

2 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

3 Your permanent address

Postcode

4 Your farm address (if different to above)

Postcode

5 Your contact phone number

6 List all Australian Business Number(s) (ABN) reporting for this business

1 - - -

2 - - -

3 - - -

4 - - -

5 - - -

7 Do you have a partner?

No **Go to next question**

Yes **Give details below**

Your partner's Centrelink Reference Number (if known)

- - -

Partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name



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8 Farm business description

Provide details on all business entities associated with the farm that you and your partner have a share in

For information about 'your partner', refer to page 3 of the Notes.

Business entities associated with this farm business

1 Registered entity name			
<input type="text"/>			
Trading name			
<input type="text"/>			
Description of entity (for example, farm business, land holdings)			
<input type="text"/>			
Structure: Trust, Company, Sole-trader, Partnership, Other (describe)			
<input type="text"/>			
Share of business entity			
Assets		Income	
You	Your partner	You	Your partner
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

2 Registered entity name			
<input type="text"/>			
Trading name			
<input type="text"/>			
Description of entity (for example, farm business, land holdings)			
<input type="text"/>			
Structure: Trust, Company, Sole-trader, Partnership, Other (describe)			
<input type="text"/>			
Share of business entity			
Assets		Income	
You	Your partner	You	Your partner
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

Continued

3 Registered entity name			
<input type="text"/>			
Trading name			
<input type="text"/>			
Description of entity (for example, farm business, land holdings)			
<input type="text"/>			
Structure: Trust, Company, Sole-trader, Partnership, Other (describe)			
<input type="text"/>			
Share of business entity			
Assets		Income	
You	Your partner	You	Your partner
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

If there are more than 3 registered entities, provide a separate sheet with details.

9 Farm land

In which municipality or shire is the main agricultural property for this business located?

10 Does this business currently lease or rent land to others?

No Go to next question

Yes Give details below

What is the total area of land owned by this farm business currently leased or rented to others?

 hectares

11 Of the total area of land currently operated by this farm business, how much is:

Owned by this farm

 hectares

Rented or leased **from** others

 hectares

Owned by others and operated under a share farming agreement

 hectares

12 Of the total area of land currently operated by this farm business, how much land is:

Not used for agricultural production (including land set aside for conservation purposes, housing, buildings, roads, water bodies and other agriculturally unused or inaccessible areas).	hectares
Forestry plantations	hectares
Dryland cropping	hectares
Irrigated cropping	hectares
Irrigated grazing	hectares
Grazing on improved pastures	hectares
Grazing on other land (includes natural pastures, grassland, rangeland, woodland, scrubland, forested land and swamps or wetlands)	hectares
Horticulture production	hectares
Land used for other agricultural purposes (including feedlots, piggeries and poultry sheds)	hectares

13 Give details of the current and average (year in year out) livestock numbers:

Livestock numbers on farm

Livestock type (for example, sheep, dairy cattle/ breeding stock, fattening stock)	Current number	Normal number

14 Give details of the area under crop for the current year and for an average year:

Crop types on farm

Crop type (for example, wheat, canola, sugarcane)	Current year	Average year
	hectares	hectares
	hectares	hectares
	hectares	hectares
	hectares	hectares

15 Give details of the percentage of perennial horticulture that were harvested:

Horticulture harvested on farm

Horticulture type (for example, oranges, peaches, bananas)	Per cent of hectares in current year	Per cent of hectares in average year
	% ha	% ha
	% ha	% ha
	% ha	% ha
	% ha	% ha

16 Condition of vehicles, machinery, buildings and structures

Give details of the overall condition of each of the listed farm features and whether you are able to maintain or improve them in the current financial situation:

Condition of vehicles, machinery, buildings and structures

	Able to meet current needs	Needs some upgrade	Needs immediate upgrade	Can maintain or improve in current financial situation
Vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machinery and tractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and stockyards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roads and paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farm water and storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheds / silos / buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17 Which of the following farm business activities have you undertaken in the last 3 years, and what effect did they have on your farm?

Farm activities over the last 3 years

Activity	Done	In progress	Like to do	N/A	Effect/Impediment
Dams – increased capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Improved water management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fodder sheds – improved infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Varied stock levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rotation/Cell grazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-farm investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tax planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk management training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Improvement in irrigation efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diversify farm enterprise, opportunistic planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimal/zero till practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Controlled traffic farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crop variety selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Modify fertiliser regime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Succession planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18 Farm labour input

How many permanent full-time employees did you have in the last financial year?

Do not include owners, partners, shareholders and directors

19 What were the total wages paid to permanent full-time employees in the last financial year?

\$

20 How many non-permanent employees did you have in the last financial year?

Include part-time and casual employees, shearers and crutchers

Non-permanent employees in last financial year

Number	Period – Start (day/month)	Period – End (day/month)

21 What was the total amount of wages paid to all non-permanent employees in the last financial year?

Include part-time and casual employees, shearers and crutchers

\$

22 How many weeks of unpaid labour were provided to the farm business by you, business partners, family members and share-farmers last financial year?

Estimate in full-time equivalent weeks.
Each person full-time = 52 weeks.

weeks

23 How many hours (on average) did you work on the farm business per week in the last financial year?

hours

24 How many weeks did you **not work** on the farm business in the last financial year?

weeks

25 How many people are dependent on the income produced by your farm business?

26 Is your family unit supported by non-farm income?

For example: salary or wages, other business enterprises, investments, superannuation or government sourced payments (such as from Centrelink).

No Go to next question

Yes Give details below

Name of family member earning non-farm income

Non-farm income source	Annual income earned off-farm
Non-farm wages or salaries	\$ <input type="text"/>
Net income from other businesses	\$ <input type="text"/>
Net income from investments (interest, dividends, rent)	\$ <input type="text"/>
Government sourced income	\$ <input type="text"/>
Total non-farm income	\$ <input type="text"/>

27 Who manages the farm business finances?

You

Your partner

Your business partner

Accountant/financial adviser

Other Give details below

28 Are you confident in your/their ability to manage the farm business finances?

No

Yes

29 Does your household have a budget?

No

Yes

30 Have you ever had financial training?

No Go to next question

Yes Give details below

What kind of training was it?

When was it undertaken?

31 Do you feel you and/or your partner would benefit from financial training?

No

Yes

32 Do you have a business plan for the farm?

No *Go to next question*

Yes Give details below

When was the business plan developed?

/ /

How often is it revised?

Do you use the business plan in your day-to-day decision making about the farm business?

No

Yes

33 Are you involved in share farming?

No *Go to next question*

Yes Give details below

Name of share farmer

What is the arrangement?

Written

Verbal

Implied

Is this share farming on land owned or leased by this business (on-farm share farming)?

No

Yes

Is this share farming on land owned or leased by others (non-farm share farming)?

No

Yes

Provide a brief description of:

The area and type of crops share farmed, products produced (for example, milk), type and number of livestock involved

How does each party contribute to costs, land capital, equipment and labour?

How are sales / production shared?

If you have more than 1 share farming arrangement, provide a separate sheet with details.

34 Does your farm enterprise carry any livestock on agistment from another farm?

No Go to next question

Yes Give details below

Type of stock

Number of stock

Reason for agistment

Normal part of business – grazing?

No

Yes

Normal part of business – lot feeding?

No

Yes

Temporary arrangement due to availability of surplus grazing/feed availability?

No

Yes

How do these agistment arrangements impact on the farm?

35 Environmental factors

What area of your farm is adversely affected by the following?

Drainage problems

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

Soil degradation

(for example, salt infiltration, chemical contamination, erosion)

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

Long-term vermin infestation

(for example, rabbits, wild dogs)

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

Vegetation thickening/timber regrowth/woody weeds

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

Other weed infestations

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

Long-term irrigation/water access

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

Land-use zoning restrictions

Area Affected	Estimated cost per year to farm business
<input type="text"/> hectares or <input type="text"/>	<input type="text"/> \$ <input type="text"/>

36 Indicate the effect the following factors have on your farm's marketing arrangements

Factors influencing marketing arrangements	Positive	Negative	Not a major factor
Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance to market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speciality of produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – give details below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....

.....

.....

.....

37 How would you describe the seasonal conditions experienced on your farm in the past 12 months?

- Above average
- Average
- Below average

38 What, if any, extreme events have affected your farm in the past 12 months?

For example, weather or pest plague.

- Drought
- Flooding
- Other Give details below

.....

.....

.....

39 Reflecting on the last 10 years (or since you started farming if within the last 10 years), how many seasons had the following conditions

- Above average seasons
- Average seasons
- Below average seasons
- Drought seasons
- Flooding seasons

40 Farming future

How long have you been involved in farming?

 years

41 How long have you been on the current farm?

 years

42 Your year of birth

43 What is your preferred future position?

For example, remain farming, supplement the farm income with non-farm income, sell and re-establish in another industry, retire.

.....

.....

45 Do you expect a family member to someday take over the running of this farm business?

- No
- Yes

46 Professional advice

List details of specialists and advisers you currently use or have used within the last 2 years?

For example financial planner for superannuation, accountant for tax returns and agronomist for farm.

1 Name

When last used

Within the last 6 months Within the last 2 years

Speciality

2 Name

When last used

Within the last 6 months Within the last 2 years

Speciality

3 Name

When last used

Within the last 6 months Within the last 2 years

Speciality

If you have been to more than 3 specialist and/or advisers, provide a separate sheet with details.

Privacy notice

47 You (and your partner) need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you.

We only share your information with other parties where you have agreed, or where the law allows or requires it. This may include the Australian Government Department of Agriculture, Water and the Environment for the purposes of administering the *Farm Household Allowance Support Act 2014*.

For more information, go to servicesaustralia.gov.au/privacy and agriculture.gov.au/about/privacy

48 Declaration

I certify that:

- the information I am providing to the Financial Assessor preparing this form is a fair and accurate description of both my personal and my farm enterprise's circumstances.
- I am providing to the person conducting this assessment all the information requested of me at Step 4 of **What you need to do** on page 2 of the **Notes**.

I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- Services Australia can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

Your signature



Date

Your partner's signature



Date