

## Primary Producer End of Year Checklist

To assist with the completion of your Financial Statements and Tax Return for the year ended 30 June 20\_\_\_\_ please find below a list of items we will require.

Completeness of the information requested will greatly assist in the progress of our services.

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Business Records

Back-up/Access to data file;

Software (and version if applicable): \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

(not required if on Xero or Quickbooks)

Bank account statements (all accounts) as at 30 June;

Receipts and finance details of any new plant and equipment purchased;

Purchase documents for any new property purchases;

Loan statements for loans not included in data file;

Farm management deposit statements, including existing, new and withdrawn;

Log books for any partly personal motor vehicles;

Value of produce yet to be sold as at 30 June (wool, hay, grain):

Produce	Quantity (tonnes/bales)	Estimate of market value

Livestock details:

	Sheep	Cattle	Horse	Goats	Other
Number on hand 1 July 20____					
Number on hand 30 June 20____					

Personal Records

- Bank account details if they have changed since the previous year;
- Interest, dividend and managed fund income details;
- Purchase and sale documents of assets (including shares, property, managed funds);
- Rental property income and expense details (and receipts);
- Superannuation contribution acknowledgement from Super Fund;
- Copies of receipts for work-related expenses, including union fees, donations, uniform, motor vehicle, working from home and income protection insurance;
- Any other information which you believe may be relevant in assisting us to prepare your tax return.

To assist with keeping our database up to date, please confirm the following:

Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile number: \_\_\_\_\_

Home number: \_\_\_\_\_

Work number: \_\_\_\_\_

Email address: \_\_\_\_\_