

Primary Producer Checklist

Below is a list of all the documents and information required for the preparation of your Financial Statements and Income Tax Returns for this financial year.

Please attach this checklist to the package of information forward or delivered to us. Please mark the information included box where items have been included.

EOFY (END OF FINANCIAL YEAR)
30 June

FY (FINANCIAL YEAR)
All dates within the
1 July – 30 June period

Accounting Package

Please provide a copy of:

Backup file for your accounting software
Accountant/Advisor access to your Live Accounting Software (XERO, MYOB, ACCOUNTRIGHT)

Bank Statements & Finance Agreements

Please provide details of any deductions you have for:

Statements as of EOFY ONLY for all bank accounts, loan accounts and credit cards included in your accounting software

Statements for FY for all bank accounts, loan accounts and credit cards not included in your software

A copy of all new Lease/Hire Purchase/Chattel Mortgage agreements for assets purchased (IF NOT ALREADY PROVIDED)

Income and Expenses

Please provide:

List of Debtors outstanding as of EOFY (IF NOT ON LIVE SOFTWARE)

List of Creditors as of EOFY (IF NOT ON LIVE SOFTWARE)

Copies of the following invoices: (IF NOT ALREADY PROVIDED TO US)

Livestock sale invoices

Livestock purchase invoices

Wool sale invoices

Details of Government Payments from QRIDA (QRAA), Centerlink, Federal and State Governments

Copy of the FY PAYG Payment Summary Statement showing details of Gross Wages and Tax withheld for all employees (IF NOT LODGED VIA SINGLE TOUCH PAYROLL)



Purchase or Sale of Land or Business

Please provide a copy of:

The purchase or sale contract and settlement statement for the purchase or sale of land or business during the FY

Livestock Numbers

	CATTLE	SHEEP	HORSES	OTHER
OPENING STOCK at start of FY				
LESS: FY Sales				
LESS: FY Deaths				
LESS: FY Killed for rations				
ADD: FY Purchases				
ADD: FY Natural increase/Births				
CLOSING STOCK at EOFY				

Individual Tax Checklist

Income

Please provide a copy of:

All FY PAYG Payment Summaries (Group Certificates) from employment (IF HARD COPY RECEIVED)

All FY Centrelink Payment Summaries

Details of all interest earned on personal bank accounts, not provided by the business

All Dividend Statements for dividends paid in the FY

All Trust Distribution statements for the FY

For share sales, provide the details of:

Share purchase details including amounts and dates

Share sale details including amounts and dates



Expenses and Deductions

Please provide details of any deductions you have for:

Work related car expenses

Work related travel expenses

Work related uniforms or protective clothing expenses

Work related self-education expenses

Other Work related expenses (E.G UNION FEES, TOOLS OF TRADE, REGISTRATION)

Copy of Sickness and Accident Insurance policy showing the premium paid for the year

Gifts or Donations to charities

Rental Property

Income

Gross Rent received in the FY

IF RENTED THROUGH AN AGENT, PROVIDE A COPY OF THE ANNUAL RENTAL SUMMARY FROM THE REAL ESTATE AGENT. IF PRIVATELY RENTED, PROVIDE DETAILS OF HOW MANY WEEKS THE PROPERTY WAS RENTED, AND THE RENT THAT WAS CHARGED EACH WEEK

Details of any Insurance proceeds received for the rental property

Expenses

Council Rates, Body Corporate fees

Insurance

Pest Control

Repairs and Maintenance, Gardening, Cleaning

New assets purchased or installed

Copy of all rental loan statements for the FY

Purchased/Sold Rental Property

Copy of Contract and Settlement statement for purchase or sale of rental property

Details of expenses associated with purchase or sale (INCLUDING COMMISSION, LEGAL FEES, STAMP DUTY)



Superannuation Contribution

Provide a copy of the letter received from your Superannuation Fund that confirms they have been notified of your superannuation contribution

Child Support

Provide details of all amounts of Child Support that you have paid or the benefits provided for the maintenance of your child/children.

Family Details

Please provide the name and date of birth of any children born during the year, or not included in prior years.

FIRST NAME

SURNAME

DOB

FIRST NAME

SURNAME

DOB

Bank Details

Please provide the bank details of where you would like any tax refund to be deposited by the ATO.

NAME

BSB

ACCOUNT #

