

## Farmer's - Check List

Full Name: \_\_\_\_\_

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

Financial year: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### If we are preparing your return for the first time, please supply the following:

Last Years' Financial Statements Attached ☐

Last Years' Business Tax Return Attached ☐

### Accounting Software

Accounting software version: \_\_\_\_\_

Accounting software username: \_\_\_\_\_

Accounting software password: \_\_\_\_\_

Accounting software backup: \_\_\_\_\_ Attached ☐

### If not an Accounting Software package, please provide the following for the last financial year:

- |   |                                   |
|---|-----------------------------------|
| 1. Profit & Loss Statement                | Attached <input type="checkbox"/> |
| 2. Balance Sheet                          | Attached <input type="checkbox"/> |
| 3. General ledger Report                  | Attached <input type="checkbox"/> |
| 4. Trial balance and bank reconciliations | Attached <input type="checkbox"/> |

### Bank/Loan Statements

Have all bank accounts been reconciled up to 30 June: Yes/No

All bank statements for the period 1<sup>st</sup> July - 30<sup>th</sup> June: Attached ☐

All loan statements for the period 1<sup>st</sup> July - 30<sup>th</sup> June: Attached ☐

### **Debtors/Creditors**

Is the balance at 30 June correct:      Yes/No

Is the debtors/creditors account's reconciled: Yes/No

Please supply a list of bad debts written off or to be written off at 30 June:

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Please provide a list of your debtors/creditors as at 30 June (the figures should be net of GST)

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### **Fixed Assets:**

Please supply the following:

1. Invoices of assets acquired during the year.      Attached ☐
2. Receipts for assets sold during the year, including date and consideration received.      Attached ☐
3. Details of any assets that have been scrapped, taken for personal use or traded in.      Attached ☐

### **Leases & Hire Purchases**

Please supply the following:

1. Contracts for any new leases or hire purchase or chattel mortgage agreements entered into during the year.      Attached ☐
2. Details on any leases, hire purchase or chattel mortgage agreements paid out during the year.      Attached ☐

## **Livestock on Hand**

Please provide the numbers for the following livestock:

| Details                                    | Cattle | Pigs | Sheep | Other |
|--|--------|------|-------|-------|
| Opening Balance as at 1 <sup>st</sup> July |        |      |       |       |
| Purchases                                  |        |      |       |       |
| Plus: Natural Increases                    |        |      |       |       |
| Less: Sales                                |        |      |       |       |
| Less: Killed                               |        |      |       |       |
| Less: Death                                |        |      |       |       |
| Closing Balance at 30 <sup>th</sup> June   |        |      |       |       |

## **Motor Vehicles**

| #    | Model | Private Use % |
|------|-------|---------------|
| MV 1 |       |               |
| MV 1 |       |               |
| MV 1 |       |               |

Please Note: Motor Vehicle log books are valid for 5 years. If the current year is the first year that you are using the log book, it must cover at least 12 continuous weeks.

## **Plant & Equipment**

List of plant & equipment sold or purchased during the year: Attached ☐

Copy of finance contracts for any equipment purchased during the year: Attached ☐

Copy of invoices regarding the purchase or sale of plant during the year Attached ☐

## **Transactions not through the business**

Were all sales banked and purchases paid through the business trading account during the year? Yes/No

If not, please provide details as to how these sales were used, and how the purchases were paid for:

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**Wages as reported on PAYG annual payment statement**

PAYG annual summary statement as at 30 June

Attached ☐

All employee payment summary statements as at 30 June

Attached ☐

**Other Business Expenses**

| Expense     | Private Use % |
|-------------|---------------|
| Electricity |               |
| Fuel        |               |
| Insurance   |               |
| Rates       |               |
| Telephone   |               |

**Additional Information**

Copies of all BAS forms & accompanying work papers for the financial year:

Attached ☐

Vehicle log book (if applicable)

Attached ☐

All contracts/settlement statements for property purchased/sold during the year

Attached ☐

## Declaration

I confirm that the above information is true and correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Signature of Trustee \_\_\_\_\_

Date Declared \_\_\_\_/\_\_\_\_/\_\_\_\_

## How to send this form to HK Dilan:

Please select one of the following methods to send this form together with all supporting documentation to us for processing:

1. **Mail:** Po Box 1170, Cloverdale WA 6985
2. **Fax:** 08 9479 6319
3. **Scan and Email:** [harsha.k@hkdilan.com.au](mailto:harsha.k@hkdilan.com.au)