

Simplifying complex accounting issues for your farm or business



## CLIENT INFORMATION CHECKLIST

Entity \_\_\_\_\_

Please take the time to complete this checklist. It's an important part of your accounting process and will help you:

- Identify and provide the information we need to prepare your financial statements
- Minimise the queries from us during the preparation of your financial statements
- Ensure we can complete your financial statements within a timely manner

### Personal income tax return(s)

Please supply all records with respect to the following:

- a) PAYG payment summaries
- b) Government benefits (Centrelink etc)
- c) Investment Income (interest, dividends, foreign income, managed investment / rental property summaries)
- d) Investment records (asset purchases or sales, including original purchase details for any shares sold)
- e) Private health insurance
- f) Personal superannuation information
- g) Expenses in relation to employment or investment income

### Essential account details for farming enterprises

#### Livestock numbers

Please provide details in relation to movements for the year ended 30 June 2018:

	Sheep	Cattle
<b>Opening numbers at 1 July 2017 (or closing stock in 2017 accounts)</b>		
<b>Purchases</b>		
<b>Natural increase</b>		
<b>TOTAL</b>		
<b>Sales</b>		
<b>Deaths</b>		
<b>Rations</b>		
<b>Closing stock at 30 June 2018</b>		
<b>TOTAL</b>		

Note: The two "TOTAL" figures should equal each other

## Other commodities on hand as at 30 June 2018

Note: Only record amounts which are being held for resale, i.e. do not record amounts being held for fodder.

Item	Tonnes Held
Wheat	
Canola	
Barley	
Oats	
Other	
	Bales Held
Wool	
Other	