



Tax Planning Checklist

Business Entity Name: _____

Name

Name

Please ensure you attach any relevant documentation to this checklist and return your checklist and documentation to us. The effort you invest to complete this checklist will allow us to complete your accounts effectively.

PART 1: Information to Review Date

Primary Production customers only

Livestock Numbers On Hand as at Review Date

Livestock	Closing Stock	Rations	Deaths
Cattle			
Horses			
Sheep			
Pigs			
Other _____			

Forced Sale of Livestock

	Yes	No
Have you had a forced sale of livestock during the review financial year? <i>(Please provide copies of forced livestock sales tax invoice/s)</i>		

Produce On Hand as at Review Date

Description & Details	Tonnage
Grain	
Cotton	
Wool On Hand	
Other	

Non - Primary Production customers only

Retail Stock On Hand as at Review Date

GST Inclusive Amount	GST Amount	GST Exclusive Amount
\$	\$	\$

Important information for both non primary production and primary production

Debtors

Money owing to you for sales up to and including the review date which were received after the review date

Debtor Name & Description	Livestock No's (if applicable)	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTAL		\$	\$	\$

Creditors

Money owing to suppliers for expenditure up to and including the review date which were paid for after the review date

Creditor Name & Description	Livestock No's (if applicable)	GST Inclusive Amount	GST Amount	GST Exclusive Amount
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTAL		\$	\$	\$

Plant and Equipment to be Sold or Purchased

From review date to 30 June

Details	Please Select	Amount
		\$
		\$
		\$
		\$

PART 3: Supporting Documentation

Sent Earlier Attached N/A

Bank statements, pastoral accounts or transaction listings

(1 July to current)

Share dividend advices

(Including dividend reinvestment plans)

Tax invoices and finance contracts for new equipment

Share purchase/sale contracts

Property purchase/sale contracts

Loan statements

(1 July to current)

Latest pay slip/s

(showing year to date income)

Details of rental income and expenses

(1 July to current)

Latest banklink or up-to-date reconciled computerised cashbook backup

PART 4: Other Information

Is there anything else we should be aware of which will impact your business review? E.g. pending property sales, share sales, material affects on cash flow, purchase of major private items.

Cashflow

Would you have sufficient cashflow to utilise the following strategies?

Yes

No

Making a super contribution if required?

Making farm management deposits?

Making prepayments?

Making additional tax effective expenditure?
