

2022 – 2023

ANNUAL TAX CHECKLIST – Primary Producer/Business/Partnership

Please use this checklist and include with your accounting records to ensure that all relevant information is provided to enable us to complete your tax work

Business Name: _____ TFN: _____

Address: _____

Contact No: _____ ABN: _____

Email Address: _____

ESSENTIAL TRANSACTION INFORMATION

ATTACHED

Bank Statements

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- Please provide your bank and /or credit card statements showing the closing balance as at the 30th of June 2023

Computerised Records

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- For those using accounting software, ensure all your bank accounts, credit cards and loans have been reconciled to 30th June 2023, then backup your file/s to a USB, or contact our office for assistance

Manual Cashbooks

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- Cashbook completed to the 30th of June 2023
Note: Please identify each deposit and supply relevant tax invoices
- Bank statements and credit card statements for the full year

WAGES INFORMATION

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Copies of:

- STP Finalisation Reports to ATO
- WorkCover Reconciliation

MOTOR VEHICLE DETAILS

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NOTE: Motor Vehicle claims are now limited to the log book method or 5000km business use.

Logbooks

- Logbooks must be completed at least every 5 years or if there are any changes to your business circumstances, including purchase of new car and major changes in business usage.
Please find enclosed a complimentary logbook to update your records of business usage. If you require assistance on how to complete this, please contact this office or go to the following ATO link
<https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Logbook-method/>

To calculate business percentage fuel use – ATO AUDIT TARGET

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CAR 1

Make/Model: _____

Rego: _____

Main Driver: _____

Engine Capacity: _____

Opening + Closing Speedo: _____

CAR 2

Make/Model: _____

Rego: _____

Main Driver: _____

Engine Capacity: _____

Opening + Closing Speedo: _____

2022 - 2023

ANNUAL TAX CHECKLIST – Primary Producer/ Business Continued...

LIVESTOCK NUMBERS

	Sheep	Cattle	Other
Opening Stock of 1st July 2022			
Add: Purchases			
Natural increase			
Less: Sales			
Deaths			
Rations			
Livestock on hand 30th of June 2023			

OTHER INFORMATION

ATTACHED

Please provide the following:

- **Loans**

Please provide bank statements for the FULL financial year ending 30th June 2023 including bank loans - short and long term, commercial bills etc

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- **Asset Purchases / Sales / Trade Ins**

Tax invoices and contracts on all capital expenditure. Eg:

Assets: Invoice and documents showing purchase and trade in (if applicable)

Land: Settlement statements showing purchase / sale of land

Shares: Settlement statements for all share purchase / sales

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- **Hire Purchases and Leases**

- Hire purchase contracts on all plant purchased during the year

- Lease documentation on all new leases

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- **Dividend / Distribution Payments**

Dividend / Distribution statements showing imputation credits and taxable components

e.g Dividends: Telstra, BHP, AMP shares etc

Distribution Statements: Westfield, Dexu

NOTE: Many of these companies issue an annual tax report

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- **Cash Expenses**

Details of all business income and expenditure paid in cash or paid from / banked into your private accounts

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- **Stock on Hand at 30th June 2023**

- Wool still on farm or in storage for sale

- Grain still on farm or stored (Do not include grain kept for farm use)

- Other stock on hand

(Written or Computer Generated)

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NOTES:
