



Business Planning Checklist (Primary Producer) - Information Required

Name: _____

Year: 01 July 2023 to 30 June 2024

1. Key agenda items you would like to discuss in the meeting?

2. What are your top 3 business goals and personal goals that influence the business?

3. What are your top 3 business concerns currently?

<u>Information Required - Please Provide the Following:</u>	Yes	No
1. Most recent statement of financial position (<i>assets and liabilities</i>)		
2. Most recent cashflow forecast to December 2024 or beyond		
3. Projected Income and Expenses to 30 June 2024 <i>Please provide budgeted income & expenses</i> <ul style="list-style-type: none">○ <i>Would you like us to send you a template in excel to complete for your projected income & expenses?</i>		
4. Ensure your software is reconciled up to date.		
5. Bank and loan statements showing the bank balance as at the reconciled date in your software?		
6. Do you have any business bank accounts or business loans that are not reconciled in your software? <i>If yes please provide a copy of the YTD statements.</i>		
7. Do you have any Prepayment accounts with the following suppliers? <ul style="list-style-type: none">○ Elders○ Nutrien Ag○ Delta Ag <i>If yes please provide a copy of the YTD statements.</i>		
8. Do you have any Farm Management Deposit accounts? <i>If yes, please provide a copy of the statement/s of the accounts please ensure this includes any deposits or withdrawals that have been made YTD.</i>		



9. Do you track your Aged Debtors in your Accounting Software? *If no, please provide a list of the Aged Debtors YTD (money owing to you)*

10. Do you track your Aged Creditors in your Accounting Software? *If no, please provide a list of the Aged Creditors YTD (money you owe)*

11. Are livestock numbers recorded within your software? *If no, please complete the table below*

	Sheep	Cattle	Horses	Goats	Other
Opening Stock					
Purchases YTD					
Purchases to come (Est to 30 June)					
Natural increase					
Total					
Sales					
Sales to come (est to 30 June)					
Deaths					
Rations					
Stock on Hand (est at 30 June)					
Total (must equal total above)					

12. If producing Grain for the 2024 financial year please complete the following table

	Tonnes (today)	Market Value (\$/t)	Cost to Grow (\$/t)	Tonnes (Est at 30/06/2024)
Wheat				
Barley				
Oats				
Lupins				
Canola				
Cotton				
Other				

13. Did you have any produce supply contracts still open? *If yes please advise of the details*

14. Have you purchased any assets? *(Shares, Plant & Equipment, Property)) If yes please provide copies of all relevant:*

- *Tax Invoices for Capital Purchases*
- *Equipment Hire Purchase or Finance Documents (if applicable)*
- *Shares - Purchase Contracts*
- *Property - Contract, Settlement Statement*



<p>15. Have you sold any assets? <i>(Shares, Plant & Equipment, Property) If yes please provide copies of all relevant:</i></p> <ul style="list-style-type: none">○ <i>Equipment sale date, trade in documents (if applicable)</i>○ <i>Shares – Sale Contracts</i>○ <i>Property – Sale Contract, Settlement Statement</i>		
<p>16. Will you receive any investment income for the 2024 Financial Year? <i>Please provide the following information YTD (if applicable):</i></p> <ul style="list-style-type: none">○ <i>Interest</i>○ <i>Dividends</i>○ <i>Investment or Trust Distributions</i>○ <i>Rental Income</i>		
<p>17. Have you made any super contributions? <i>Please provide copies of your most recent superannuation fund statements</i></p>		
<p>18. Do you hold any personal insurances? <i>(e.g Life, TPD) Please provide copies of the statements</i></p>		