



## Accounting Services

Suite 8 Radio House  
10 William Street  
PO BOX 276  
Esperance WA 6450  
T: (08) 90716333

[admin@allangoveandco.com](mailto:admin@allangoveandco.com)  
A.B.N 98097041499

## Primary Production Checklist

(Any original documents provided will be returned)

### Accounting Software

- Backup- after 30 June bank reconciliation has been completed, either on CD, USB or email

### Cash

- Copy of Bank Statements and Credit Card Statements showing the balance for 30 June
- Details of FMDs and FMD offset accounts, preferable statement covering the full financial year.

### Fixed Assets

- Plant & Equipment
- Motor Vehicles
- Office Furniture & Fixtures
- Go through last year's Depreciation Schedule and highlight obsolete items to be written off and scrapped
- Copies of purchase documents, tax invoices, finance contracts etc. (Note: these need to be updated every five years)
- Motor Vehicle log book percentages
- Copies of Offer and Acceptance and Settlement documentation for property purchases
- Copies of sale documents for business sales and/ or purchases

### Capital Gains/ Loss

- Details of assets sold in the year and original purchase documentation

### Loans

- Details of new finance agreements
- Bank Statement showing balance and movement for the year ended 30 June for all bank loans

### Other

- Stock Numbers

	Cows	Sheep
Natural Increase	_____	_____
Purchases	_____	_____
Sales	_____	_____
Deaths	_____	_____
Closing Stock	_____	_____
- Amount paid or received from 30 June (previous year) Business Activity Statements  
\_\_\_\_\_
- Rental property details
- ❖ Have you changed any of your contact details? If yes then please update below

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_