

FARM CHECKLIST

2016

Your Name: _____

NAME OF FARM (if your farm name has “Ltd” or “Inc” in the name, do <u>not</u> complete this form)			
YEAR END DATE FOR FARM			
Are you enrolled in AgriStability? *	YES	NO	
Are you enrolled in AgriInvest?	YES	NO	
Were you aged 65 to 69 in 2016?	YES	NO	
If yes , do you want to pay CPP remittances for 2016?	YES	NO	
Provide details below of personal mileage used for any vehicle whose expenses are included with your farm expenses:			

AUTOMOBILE WORKSHEET

	1	2	3
Automobile description			
Original price			
Year purchased			
Sale price			
Date sold (mm/dd/yy)			
Farm km driven in the year**			
Personal km			
Total km			
Total Expenses:			
Gas & oil			
Insurance			
Licenses			
Repairs & maintenance			
Interest on loan			
Lease payments			

**If you are unable to provide km details, please provide a total of km driven for each vehicle in the year and a reasonable estimate of the percentage of use for farm vs. personal. *Should you ever be audited, you will be asked for an automobile log at the time by the Canada Revenue Agency.*

Other comments or explanations:

** NOTE: If you are enrolled in AgriStability you will need to file supplementary forms by September 30, 2017. If you would like us to prepare them, please provide detailed inventory to us by May 4, 2017.*

Provide details of your farm inventory (includes feed, livestock and harvested crops) at your year end date

FARM INVENTORY WORKSHEET

ON HAND AT YEAR END DATE _____, 2016

Livestock Description	Total Head	Number of these Head Purchased*	Number of Head Home Raised	Fair Market Value at Year End
Cows				
Bulls				
Calves born in 2016 (not sold by year end)				
Heifers				
Steers				
Sheep – Ewes				
Rams				
Lambs born in 2016 (not sold by year end)				
Horses				
Other livestock, be specific:				
Feed & Crops Description	Units (i.e. bales)	Number of these Units Purchased*	Number of these Units Home Raised	Fair Market Value at Year End
Hay				
Straw				
Grain, be specific(ie wheat, barley etc):				
Other Inventory:				Fair Market Value at Year End
Veterinary Supplies				
Fuel				
Fertilizer				
Other, be specific:				

*Note: purchased numbers are the ones still on hand at year end that you purchased at any historical point in time

Are you registered for GST? YES NO

If yes, provide a copy of your completed year end GST return. If you would like us to complete the return(s), please include the blank form(s).

Number of GST returns to prepare: _____

Has your farm collected or paid HST amounts in the year? YES NO

If yes, please provide details if your province of residence is Alberta.

Did you make any purchases of capital assets during the year (larger items, **valued over \$300**, such as a truck, tractor, new fence or computer)? YES NO

If yes, provide copies of all items purchased along with loan documentation, if applicable.

Did you sell, trade-in or dispose of any capital assets? YES NO

If yes, provide copies of bill of sale and description of assets.

DESCRIPTION	Please check:		ORIGINAL PURCHASE PRICE	YEAR PURCHASED	SALE PRICE	DOES THIS INCLUDE GST?
	Purchase	Sale				

Does your business have a presence on any websites? YES NO

If yes, does your business earn income from any of the following activities:

- a) selling goods or services on your own website? YES NO
- b) selling goods or services using another website? YES NO
- c) receive fees for advertising on any website? YES NO

If you answered yes to any of the above questions, provide the top 5 website addresses where any of these activities occur.

1. http:\\
2. http:\\
3. http:\\
4. http:\\
5. http:\\

Please provide the percentage of gross income earned (or a reasonable estimate) from these activities:
_____ %

Note: an “information only” website should not be included.

What are the total liabilities of your farm at year end? ^	
Amount of draws removed from your farm during the year by you or your partners. ^	
Amount of contributions to your farm during the year by you or your partners. ^	

^ Note: this information is collected by the CRA but it is voluntary for you to provide it. If you leave this blank, we will do the same on your tax return.

Did you sell breeding livestock in 2016 which reduced your herd size by Dec. 31, 2016? YES NO
If yes, what percent did you reduce your herd size by? _____%
 What county is your farm located in? _____

Please indicate the method of providing your business income and expenses to us this year:

- | | | |
|--|---|---|
| <input type="checkbox"/> Manual summary | <input type="checkbox"/> Manual ledger | <input type="checkbox"/> Electronic excel spreadsheet |
| <input type="checkbox"/> Printed spreadsheet | <input type="checkbox"/> All receipts | <input type="checkbox"/> Printed from software |
| <input type="checkbox"/> PDF from software | <input type="checkbox"/> QuickBooks data file | |

If you are providing a QuickBooks data file, please answer the following:

- a) Please indicate the version that you are using: 2014 2015 2016 2017
 Other _____
(note, if it is a version earlier than 2014, we can update and read your file but we cannot read it in the version that you are providing and we will not be able to give you back any adjustments)
- b) What is the password for the file? _____
- c) The file is a) an accountant's copy
 b) back up
- d) Are you expecting that we will make changes and return these to you with the tax return?
 YES NO