

FARM CHECKLIST

2020

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 2020 and receiving CPP?	YES	NO
If yes , do you want to pay CPP remittances for 2020?	YES	NO

	YES	NO
Did your farm apply for any COVID benefits? <i>If no, please proceed to next section</i>		
<i>For all programs, provide details of amounts received and how it is recorded in your bookkeeping.</i>		
Canada Emergency Business Account (CEBA) <input type="checkbox"/> \$40,000 – date received: _____ <input type="checkbox"/> \$60,000 – date received: _____ <input type="checkbox"/> Other amount \$ _____ date received: _____		
Temporary Wage Subsidy (TWS) If yes , provide copy of filed PD27.		
Canada Emergency Wage Subsidy (CEWS) If yes , provide copies of all filed applications for Periods 1-10 (Mar. 15 to Dec. 19)		
Canada Emergency Commercial Rent Assistance (CECRA) (April to Sept) If yes , provide copies of agreements and details of rent payments for the period.		
Canada Emergency Rent Subsidy (CERS) (beginning Sept. 27, 2020) If yes , provide copies of all filed applications for Periods 1-3 (Sept. 27 to Dec. 19)		
Alberta Small and Medium Enterprise Relaunch Grant? If yes , provide details of application and amounts received.		

* NOTE: If you are enrolled in AgriStability you will need to file supplementary forms by September 30, 2021. If you would like us to prepare them, please provide detailed inventory to us by May 7, 2021.

Provide details below of personal mileage used for any vehicle whose expenses are included with your farm expenses:

	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			
I am not able to provide km driven. This is the % I use this vehicle for farm use.			

Other comments or explanations:

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

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

[illegible]

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 _____, **2020**

Livestock Description	Total Head	Number of these Head Purchased*	Number of Head Home Raised^	Fair Market Value at Year End
*Note: Purchased numbers are the ones still on hand at year end that you purchased at any historical point in time ^Note: Home raised inventory was born (livestock) or grown (crops and feed) on your farm				
<input type="checkbox"/> Commercial herd <input type="checkbox"/> Purebred herd				
Bulls				
Cows / bred heifers				
2019 Feeder / Replacement heifers				
2019 Feeder steers				
2020 Heifer calves (not sold by year end)				
2020 Steer / Bull calves (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 (round – weight) _____ lbs				
Hay (square – weight) _____ lbs				
Greenfeed (round – weight) _____ lbs				
Straw (round – weight) _____ lbs				
Straw (square – weight) _____ lbs				
Silage				
Barley				
Oats				
Wheat				
Other, be specific:				
Other Inventory:				Fair Market Value at Year End
Veterinary Supplies				
Fuel				
Fertilizer				
Other, be specific:				

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 your farm do any work for which you received in exchange something other than currency (a barter transaction or digital currency)? YES NO If yes , provide details and values of the exchanged goods.
Does your farm have a presence on any websites? YES NO If yes , does your farm 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.

Provide the details of all PARTNERS of your farm. If we already previously have this information, you can indicate “no change” in this section if it is all the same.		
Name	SIN/BN	% share of profits

Are any partners of the farm related? YES NO
If yes, are these related partners over age 24 and all actively involved on a regular, continuous and substantial basis in the year or any previous five years? YES NO
If no, please schedule a meeting with Valerie to discuss how this affects your tax return.

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Manual summary
Printed spreadsheet
PDF from software

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Manual ledger
All receipts
QuickBooks data file

<input type="checkbox"/>
<input type="checkbox"/>

Electronic excel spreadsheet
Printed from software

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

a) Please indicate the version that you are using: 2018 2019 2020 2021 QBO
Other _____

(note, if it is a version earlier than 2018, 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