

FARM CHECKLIST

2019

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 2019 and receiving CPP?	YES	NO
If yes, do you want to pay CPP remittances for 2019?	YES	NO

AUTOMOBILE WORKSHEET

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.			

**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, 2020. If you would like us to prepare them, please provide detailed inventory to us by May 6, 2020.

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 _____, **2019**

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				
2018 Feeder / Replacement heifers				
2018 Feeder steers				
2019 Heifer calves (not sold by year end)				
2019 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.

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 receipts 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 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.

Did you sell breeding livestock in 2019 which reduced your herd size by Dec. 31, 2019 and do you believe you suffered drought conditions? YES NO

If yes, what percent did you reduce your herd size by? _____%

If percent is 15% or more, provide all sale details of breeding livestock for the year

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"/>
<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: 2017 2018 2019 2020 QBO

Other _____

(note, if it is a version earlier than 2017, 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