

DOCUMENTS WE NEED

Adding a new enterprise

Budgeting a new enterprise needs the current business first, then everything known about the new one. Quotes and offers in writing make the budget much stronger with a lender.

How to send them

- Send documents for every entity: each company, trust or partnership, and each owner or guarantor.
- Three years means the last three finalised financial years.
- A shared Google Drive or OneDrive folder works best. For Xero or MYOB, add Nick as an adviser user rather than exporting reports.
- Black out tax file numbers. Farm CFO doesn't need them.
- Missing something? Send what you have and note the gap. It won't hold the work up.

The business you run now

DONE	DOCUMENT	WHERE TO FIND IT
☐	Financial statements for the last three financial years for every entity	Your accountant
☐	Management accounts for this year to date, or Xero or MYOB adviser access	Xero, MYOB or your bookkeeper
☐	Facility letters and latest statements for every loan and overdraft	Your lenders
☐	Stock numbers by class and the last 12 months of sales	Your records and agent account sales

The new enterprise

DONE	DOCUMENT	WHERE TO FIND IT
☐	What you plan: the enterprise, its size, the start date and how it builds up	You
☐	Quotes for sheds, yards, fencing, water, equipment and starting stock	Builders and suppliers
☐	Any supply or sale contracts, or letters of interest from buyers or processors	Processors, feedlots or agents
☐	Approvals you hold or have applied for, such as council development consent or an environment licence	Your council or state environment agency
☐	Advice already received from your vet, nutritionist, agronomist or consultant	Your advisers
☐	Who will do the work: extra labour, or time taken from the current enterprise	You

Land and water

DONE	DOCUMENT	WHERE TO FIND IT
☐	The land and water the new enterprise will use, and what it does now	You
☐	Water entitlements, bore licences or supply agreements	Your state's water register

Extra records for livestock

Add these for each livestock enterprise you run. Skip the groups that don't apply.

All livestock

DONE	DOCUMENT	WHERE TO FIND IT
☐	Property Identification Code (PIC) for each property, registered in the right name	Your state's PIC authority, such as Local Land Services in NSW
☐	Livestock reconciliation for the financial year: numbers by class at 1 July and 30 June, purchases, sales, births, deaths and stock killed for rations	Your herd and flock records or your accountant
☐	Agistment received or paid, with head, dates and rates	Agistment agreements and invoices

Pigs

DONE	DOCUMENT	WHERE TO FIND IT
☐	Herd performance reports: sow numbers, pigs weaned per sow per year, growth rate, feed conversion and mortality	Your herd recording software
☐	Feed records: diets, tonnes used, grain and meal prices	Your feed mill, nutritionist or supplier invoices
☐	Processor or buyer contracts, price schedules and kill sheets	Your processor
☐	APIQ certification status and PigPass records	APIQ and the PigPass database

Cattle

DONE	DOCUMENT	WHERE TO FIND IT
☐	Joining, pregnancy testing, calving and weaning numbers	Your herd records
☐	Sale and purchase dockets with weights and c/kg	Agent account sales, kill sheets, feedlot statements
☐	LPA accreditation status and NLIS account details	myMLA and the NLIS database

Sheep

DONE	DOCUMENT	WHERE TO FIND IT
☐	Joining, scanning, lamb marking and weaning numbers	Your flock records
☐	Wool clip records: bales, micron, yield and price	Your wool broker's sale summaries
☐	Lamb and sheep sale dockets with weights and c/kg	Agent account sales and kill sheets
☐	Shearing and crutching costs	Contractor invoices
☐	LPA accreditation status and NLIS account details	myMLA and the NLIS database

Checked 26 October 2026. Based on what Farm CFO needs for the work and what the **Regional Investment Corporation** and most lenders commonly ask for. Your lender's own letter is the final word on what it needs. Farm CFO is a business name of Levelhead Capital Pty Ltd (ABN 15 703 134 918).
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