

DOCUMENTS WE NEED

Farm Optimiser

Farm Optimiser checks every cost line against what the farm produced, so it needs the detail behind the accounts as well as the accounts. Week 1 starts once most of this is in.

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.

Accounts

DONE	DOCUMENT	WHERE TO FIND IT
☐	Financial statements for the last three financial years for every entity	Your accountant
☐	Xero or MYOB adviser access, or a full transaction listing for last financial year and this year to date	Xero, MYOB or your bookkeeper
☐	Last 12 months of supplier statements for feed, freight, contractors, fuel, repairs and vet	Your suppliers or your files

Production

DONE	DOCUMENT	WHERE TO FIND IT
☐	Livestock reconciliation for the last full year: opening and closing numbers by class, purchases, sales, births, deaths and rations	Your herd and flock records or your accountant
☐	Every sale in the last 12 months: head, weights, grades and prices	Agent account sales, kill sheets, wool sale summaries
☐	Feed and fodder used: tonnes bought, price paid, home-grown and on hand	Your feed records and supplier invoices

How the business runs

DONE	DOCUMENT	WHERE TO FIND IT
☐	Who does what: owners, family and staff, with roles, hours and wages	You and your payroll
☐	Machinery and vehicle list with age, hours or kilometres, and last year's repair spend	You and your asset register
☐	Contract work bought in: shearing, harvest, spraying, carting, with rates	Contractor invoices
☐	A rough calendar of the year's main jobs: joining, calving, lambing or farrowing, weaning, shearing, sales	You

Debt and structure

DONE	DOCUMENT	WHERE TO FIND IT
☐	Facility letters and latest statements for every loan, overdraft and equipment finance contract, with rates, terms and any balloon	Your lenders
☐	Leases, agistment and share farming agreements	Your files or solicitor
☐	Insurance schedule	Your insurer or broker

Your view

DONE	DOCUMENT	WHERE TO FIND IT
☐	The three costs you think are too high, and anything you've already tried	You

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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