

**Australian Government****Australian Taxation Office**

Information for primary producers

This guide describes the deductions that you
may be entitled to if you are a primary producer

2003–04

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WHO IS A PRIMARY PRODUCER?

A primary producer is an individual, trust or company carrying on a primary production business alone or in partnership. You are a primary producer if you carry on a business of:

- cultivating or propagating plants, fungi or their products or parts – including seeds, spores, bulbs and similar things – in any physical environment
- maintaining animals for the purpose of selling them or their bodily produce – including natural increase
- manufacturing dairy produce from raw material that you produced
- conducting operations relating directly to taking or catching fish, turtles, dugong, bêche-de-mer, crustaceans or aquatic molluscs
- conducting operations relating directly to taking or culturing pearls or pearl shell
- planting or tending trees in a plantation or forest that are intended to be felled
- felling trees in a plantation or forest, or
- transporting trees or parts of trees that you felled in a plantation or forest to the place:
 - where they are first to be milled or processed, or
 - from which they are to be transported to the place where they are first to be milled or processed.

You need to consider various indicators before you decide if an activity is a business of primary production. *Taxation Ruling TR 97/11 – Income tax: am I carrying on a business of primary production?* gives a comprehensive explanation of the relevant indicators together with examples of the application of the indicators. To find out how to get this publication, see page 7.

PRIMARY PRODUCTION LOSSES

Non-commercial business losses

Since 1 July 2000, individuals with losses from carrying on non-commercial business activities (either alone or in partnership with others) may be required to defer those losses under the non-commercial business losses (NCL) measures. The NCL measures do not apply if:

- you operate a primary production business and your assessable income from other sources is less than \$40,000, excluding any net capital gain
- your business activity satisfies one of four tests, or
- the Commissioner of Taxation exercises discretion to allow the loss to be claimed.

If the NCL measures do apply, the loss cannot be claimed in the year it arises. Instead, it is deferred to the next year in which you carry on the business activity or one of a similar

kind. The deferred loss is offset against any profit from the activity in that future year. Whether any remaining loss can be offset against other income for that future year will depend on the operation of the NCL measures in that year.

! NOTE

For further information, see *Taxation Ruling TR2001/14 – Income tax: Division 35 – non-commercial business losses*. To get this publication, see page 7.

THE SIMPLIFIED TAX SYSTEM (STS)

The STS is an alternative method of determining taxable income for eligible small businesses with straightforward financial affairs. It can apply to income years starting on or after 1 July 2001. You are eligible to be an STS taxpayer for an income year if:

- you carry on a business at any time in that year
- you have an STS average turnover of less than \$1 million in that year (including the turnover of any entities that are grouped with you), and
- you, together with any grouped entities, hold depreciating assets with a total adjustable value of less than \$3 million at the end of the year.

Grouping rules prevent ineligible businesses from structuring or restructuring to take advantage of the STS.

Participation in the STS is optional. If you are eligible and decide to enter the STS in an income year, you make an election on your income tax return for that year. You must review your eligibility each year.

The STS has three elements:

- **a cash accounting method** that recognises most business income and expenses only when they are received and paid
- **simplified trading stock rules** where businesses only need to conduct stock takes and account for changes in the value of trading stock in limited circumstances
- **simplified depreciation rules** where most depreciating assets costing less than \$1,000 each (excluding input tax credit entitlements) are written off immediately.

Most other depreciating assets are pooled and deducted at a diminishing value rate of 30% for the general STS pool or 5% for the long-life STS pool for depreciating assets with an effective life of 25 years or more. These simplified depreciation rules apply to most depreciating assets for STS taxpayers instead of the rules for deductions for the decline in value of depreciating assets (see next page) used by other taxpayers. An STS taxpayer can, however, choose whether to use the STS provisions or the special uniform capital allowance system

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(UCA) rules for primary production depreciating assets relating to landcare operations, water facilities, electricity connections and telephone lines. For horticultural plants (including grapevines) you must use the UCA provisions.

STS taxpayers can also claim an immediate deduction for certain prepaid expenses.

For more information, see the publication *The simplified tax system – A guide for tax agents and small businesses*. To get this publication, see page 7.

DEDUCTIONS FOR THE DECLINE IN VALUE OF DEPRECIATING ASSETS AND CERTAIN OTHER CAPITAL EXPENDITURE

! DEFINITIONS

Depreciating asset – an asset with a limited effective life which declines in value over that life.

Decline in value (previously ‘depreciation’) – the value that an asset loses over its effective life.

There are a set of general rules for working out deductions for the decline in value of depreciating assets.

Generally, you work out the decline in value of a depreciating asset using either the prime cost or diminishing value method. Both methods are based on the effective life of an asset. For most depreciating assets, you choose whether to self-assess the effective life or use the Commissioner’s determination which can be found in *Taxation Ruling TR 2000/18 – Income tax: effective life of depreciating assets*. To get this publication, see page 7.

Your deduction for decline in value is reduced by the extent you use the asset, or have it installed ready for use, for other than a taxable purpose. A taxable purpose includes the purpose of producing assessable income.

You can allocate low-cost assets and low-value assets you hold to a low-value pool and work out the decline in value of all the assets in the pool in a single calculation.

A **low-cost asset** is a depreciating asset whose cost at the end of the year in which you start to use it is less than \$1,000 (excluding input tax credit entitlements). A **low-value asset** is a depreciating asset that is not a low-cost asset but which has an opening adjustable value of less than \$1,000, and for which you have calculated any available deductions for decline in value for a previous income year under the diminishing value method.

The **adjustable value** of a depreciating asset is its cost (excluding any input tax credit entitlements) less its decline in value since you first used it or installed it ready for use for any purpose, including a private purpose.

These rules for working out decline in value apply to most depreciating assets used in primary production. However, there are special rules for working out deductions for the decline in value of some primary production depreciating assets and certain other capital expenditure.

For more information about the general rules for working out decline in value, see *Guide to depreciating assets*. To get this publication, see page 7.

Landcare operations

You can claim a deduction for capital expenditure you incur on a landcare operation for land in Australia in the year it is incurred. No deduction is available for capital expenditure on plant, except for plant comprising certain fences, dams or other structural improvements. If the decline in value of plant is not deductible under the landcare provisions, you calculate the plant’s decline in value using the general rules for working out decline in value.

The deduction is available where you use the land wholly for either:

- a primary production business, or
- a business for the purpose of producing assessable income from the use of rural land – except a business of mining or quarrying.

The deduction is reduced to the extent you do not use the land wholly for either of these purposes. You may claim the deduction even if you are only a lessee of the land.

A landcare operation is one of the following operations:

- eradicating or exterminating animal pests from the land
- eradicating, exterminating or destroying plant growth detrimental to the land
- preventing or combating land degradation other than by the use of fences
- erecting fences to keep out animals from areas affected by land degradation in order to prevent or limit further damage and assist in reclaiming the areas
- erecting fences to separate different land classes in accordance with an approved land management plan
- constructing a levee or similar improvement
- constructing drainage works – other than the draining of swamps or low-lying areas – to control salinity or assist in drainage control.

In each case, apart from the construction of a levee, the operation must be carried out primarily and principally for the purpose stated. This is to ensure that the deduction for expenditure on landcare operations and the three-year write-off for water facilities cannot both be claimed for the same item of expenditure. Where a levee is constructed primarily and principally for water conservation, it is a **water facility** (see below).

Any recoupment of the expenditure is assessable income.

These deductions are not available to a partnership. Expenses for landcare operations incurred by a partnership are allocated to each partner who can then claim the relevant deduction in respect of their share of the expenditure.

Water facilities

A water facility is plant or a structural improvement that is primarily or principally for the purpose of conserving or conveying water. The expenditure must be incurred primarily and principally for conserving or conveying water for use in your primary production business on land in Australia.

If you are carrying on a primary production business on the land, you may claim the deduction even if you are only a lessee of the land.

You can claim a deduction for the decline in value of a water facility in equal instalments over three income years. Examples of a water facility are dams, earth tanks, underground tanks, concrete or metal tanks, tank stands, bores, wells, irrigation channels or similar improvements, pipes, pumps, water towers, windmills and extensions or improvements to any of these items.

Your deduction is reduced where the water facility is not wholly used for either:

- carrying on a primary production business on land in Australia, or
- a taxable purpose – for example, producing assessable income.

Any recoupment of the expenditure is included in your assessable income. As the expenditure on water facilities is deductible over three income years, special rules apply to determine the amount of any recoupment to be included in assessable income in the year of recoupment and in later income years.

These deductions are not available to a partnership. Costs incurred by a partnership for facilities to conserve or convey water are allocated to each partner who can then claim the relevant deduction in respect of their share of the expenditure.

For capital expenditure you incurred on water facilities in the 2000–01 income year, you could choose a tax offset rather than a deduction (refer below).

Landcare and water facility tax offset

The landcare and water facility tax offset is not available for expenditure incurred after the end of the 2000–01 income year.

! NOTE

The landcare and water facility tax offset is a carry-forward, non-refundable tax offset. This means you can carry forward indefinitely any excess tax offset, after tax liabilities are met, to use against future income tax liabilities. Before the tax offset can be applied in a later income year, it must be successively reduced by any unused net exempt income derived in the year the tax offset arose and any subsequent income year – providing you had a taxable income in that year. The tax offset is reduced by 30 cents for each dollar of net exempt income.

Electricity connections and telephone lines

You can claim a deduction in equal instalments over 10 years for capital expenditure incurred in connecting:

- mains electricity to land on which a business is carried on or in upgrading an existing connection to such land, or
- a telephone line to land being used to carry on a primary production business.

Any recoupment of the deductible expenditure is included in your assessable income. As the expenditure is deductible over more than one income year, special rules apply to determine the amount of any recoupment to be included in assessable income in the year of recoupment and in later income years.

These deductions are not available to a partnership. Costs incurred by a partnership for mains electricity supply or telephone lines are allocated to each partner who can then claim the relevant deduction in respect of their share of the expenditure.

Grapevines

The decline in value of grapevines is calculated at a rate of 25%, provided you own the land to which the grapevines are affixed, or the grapevines are established on Crown land you hold under lease. If you are not entitled to calculate your deduction for decline in value under the provisions relating to grapevines because these conditions are not met, a deduction may be available for decline in value under the provisions relating to horticultural plants (see below). Your deduction for the decline in value of grapevines is based on the capital expenditure incurred on establishing the grapevines. Capital expenditure incurred on establishing grapevines does not include expenditure in draining swamps or low-lying land or in clearing land but it would include, for example, the cost of:

- preparing the land – ploughing and topsoil enhancement
- planting the vine itself, and
- the vine.

You deduct the decline in value of grapevines pro rata over a period of four years from the time the grapevines are used in a primary production business to produce assessable income. If ownership of the grapevines changes, the remaining deduction is available to the new owner while the grapevines are used in a primary production business. If a grapevine is destroyed before the end of the write-off period, you are allowed a deduction in that year for the remaining unclaimed expenses less any proceeds – for example, insurance.

Any recoupment of the expenditure is assessable income. As the expenditure is deductible over more than one income year, special rules apply to determine the amount of any recoupment to be included in assessable income in the year of recoupment and in later income years.

These deductions are not available to a partnership. Costs incurred by a partnership in establishing grapevines are allocated to each partner who can then claim the relevant deduction in respect of their share of the expenditure.

Horticultural plants

You are allowed a deduction for the decline in value of horticultural plants, provided:

- you own the plants – lessees and licensees of land are treated as if they own the horticultural plants on that land
- you use them in a business of horticulture to produce assessable income, and
- you incurred the expense after 9 May 1995, or the expense was incurred by a former owner.

Your deduction for the decline in value of horticultural plants is based on the capital expenditure incurred establishing the plants. This does not include expenditure on the initial clearing of the land. It may include, for example:

- the costs of acquiring and planting the seeds, and
- part of the cost of ploughing, contouring, fertilising, stone removal and topsoil enhancement relating to the planting.

You cannot claim this deduction for forestry plants. If you claim this deduction for a grapevine, you cannot claim a deduction for the grapevine's decline in value under the provisions specific to grapevines (see page 4).

The period over which you can deduct the decline in value depends on the effective life of the horticultural plant. You can choose to work out the effective life yourself or you can use the effective life determined by the Commissioner which is listed in *Taxation Ruling TR 2000/18 – Income tax: effective life of depreciating assets*.

If the effective life of the plant is less than three years, you can claim the establishment costs in full in the year in which the products or parts of the plant are first able to be harvested and sold commercially. If the effective life of the plant is three or more years, you can write off the establishment costs over the maximum write-off period from the date the plant first generated assessable income. If the plant is destroyed before the end of its effective life, you are allowed a deduction in that year for the remaining unclaimed expenses less any proceeds (for example, insurance).

PLANTS WITH EFFECTIVE LIFE OF THREE OR MORE YEARS

Effective life	Annual write-off rate	Maximum write-off period
3 to less than 5 years	40%	2 years 183 days
5 to less than 6 ² / ₃ years	27%	3 years 257 days
6 ² / ₃ to less than 10 years	20%	5 years
10 to less than 13 years	17%	5 years 323 days
13 to less than 30 years	13%	7 years 253 days
30 years or more	7%	14 years 105 days

Where ownership of the horticultural plants changes, the new owner is entitled to continue claiming the balance of the capital expenditure incurred establishing the plants on the same basis.

Any recoupment of the expenditure is assessable income. Where the expenditure is deductible over more than one income year, special rules apply to determine the amount of any recoupment to be included in assessable income in the year of recoupment and later income years.

These deductions are not available to a partnership. Costs incurred by a partnership in establishing horticultural plants are allocated to each partner who can then claim the relevant deduction in respect of their share of the expenditure.

VALUING LIVESTOCK

Stock on hand

You can choose to value livestock on hand at the end of the income year at cost, market selling value or replacement value. An additional option is available for certain horse breeding stock. You may change the basis of valuation year by year and different valuation bases may be adopted for individual livestock. At 1 July 2003, the value of livestock on hand should be the same as the value of your closing stock at 30 June 2003 that you used for your 2002–03 tax return.

Oyster farmers

Oyster farmers are required to account for oysters on hand as trading stock. This includes oysters held on sticks or in trays, or harvested and held ready for sale.

If you are farming oysters for human consumption using the traditional stick farming method and have not previously accounted for your stock on hand, you may be eligible for a trading stock concession for 2001–02 only. This concession allows you to value your stock on hand at the beginning of 2001–02 based on the number of sticks you used to capture stock – \$1.00 for wooden sticks or two-metre plastic slats, and \$0.50 for one-metre plastic slats. This concession applies to your stock on hand that had not been harvested at the beginning of 2001–02. For more information, see the fact sheet *Oyster farmers – stock on hand* on the Tax Office website at www.ato.gov.au

If you are eligible for this concession but did not use it in your 2001–02 tax return, you may request an amendment of your 2001–02 assessment. The normal trading stock rules apply for 2002–03 and later income years.

Stock killed for rations or exchanged for goods and services

In these circumstances, you are treated as if you had disposed of the stock at its cost.

Natural increase

Natural increases of stock during the year can be valued at cost, market selling value or replacement value. Cost is whichever of the following you elect:

- actual cost of the animal, or
- cost prescribed by the regulations (cattle, horses and deer \$20; pigs \$12; emus \$8; goats and sheep \$4; poultry 35 cents).

If your business involves breeding exotic animals – for example, ostriches or alpacas – phone the Business Infoline on **13 28 66** to confirm the appropriate cost. You must value a horse acquired by natural increase and included in livestock on hand at a cost not less than the insemination service fee attributable to acquiring the horse.

If you are eligible and elect to enter the STS, you only need to value each item of trading stock on hand and account for changes in the value of your trading stock (including livestock) if the value of all your stock on hand at the start of the income year and a reasonable estimate of the value of all your stock on hand at the end of the income year varies by more than \$5,000.

ABNORMAL RECEIPTS

Profit from forced disposal or death of livestock

You can elect to spread profit from the forced disposal or death of livestock over a period of five years. Alternatively, you can elect to defer the profit and to use it to reduce the cost of replacement livestock in the disposal year or any of the next five income years. Any unused part of the profit is included in assessable income in the fifth income year.

An election to spread or defer profits can be made where you dispose of the stock, or they die, because:

- land is compulsorily acquired or resumed under an Act
- a state or territory leases land for a cattle tick eradication campaign
- pasture or fodder is destroyed by fire, drought or flood and you will use the proceeds of the disposal or death mainly to buy replacement stock or to maintain breeding stock for the purpose of replacing the livestock
- they are compulsorily destroyed under an Australian law for the control of a disease (including bovine tuberculosis) or they die of such a disease, or
- you receive official notification under an Australian law dealing with contamination of property.

Insurance recoveries

Where you have an assessable insurance recovery for loss of livestock or for loss by fire of trees that were assets of a primary production business carried on in Australia, you can elect to include the amount in assessable income in equal instalments over five years.

Double wool clips

Tax relief is available in relation to the proceeds of the sale of two wool clips arising in an income year because of an early shearing caused by drought, fire or flood.

A wool grower can elect to defer the profit on the sale of the clip from the advanced shearing to the next year.

TAX AVERAGING

Tax averaging enables you to even out your income and tax payable over a maximum of five years to allow for good and bad years. This ensures that you do not pay more tax over a number of years than taxpayers on comparable but steady incomes. When your average income is less than your taxable income – excluding capital gains – you receive an averaging tax offset.

When your average income is more than your taxable income – excluding any capital gains – you must pay extra income tax which is included in the tax assessed.

The amount of the averaging tax offset or extra income tax is calculated automatically and your notice of assessment will show you the averaging details. If you are unsure of this calculation, phone the Business Infoline on **13 28 66**.

If you wish, you may choose to withdraw permanently from the averaging system and pay tax at ordinary rates. However, once you have made this choice, it will affect all your assessments for subsequent years and cannot be revoked. This means you will be taxed on the same basis as taxpayers not eligible for averaging provisions.

FARM MANAGEMENT DEPOSITS SCHEME

The farm management deposits (FMD) scheme is designed to reduce fluctuations in primary producers' incomes. Income can be deposited during prosperous years and withdrawn during less prosperous years.

Subject to certain conditions, deposits are deductible in the year in which they are made. If you withdraw any deposits that you have previously claimed as a tax deduction, the withdrawals are treated as assessable income in the year in which they are made. To retain the tax benefits of a deposit, generally it should not be withdrawn in the first 12 months after it is deposited.

The basic rules of the scheme are:

- The deposit must be made with a financial institution such as a bank, building society or credit union.
- The owner of the deposit must be a primary producer when the deposit is made.
- The deposit must be made on behalf of only one person.
- Deposits by two or more persons jointly or made on behalf of two or more persons will not be recognised as FMD.
- Deposits must be made by 30 June to qualify for a deduction in that income year.
- The minimum deposit or withdrawal is \$1,000; the total of all deposits held at any one time cannot exceed \$300,000.
- Interest on FMD is assessable in the income year in which it is paid.
- The tax deduction allowed for FMD – including interest reinvested – in any income year is limited to the taxable income derived from a business of primary production in that year.
- You cannot claim a deduction for FMD if, in the income year:
 - your taxable income from non-primary production activities is greater than \$50,000
 - you became bankrupt, or
 - you ceased to be a primary producer for at least 120 days – the 120-day period does not have to fall entirely in the one income year.
- Where a deposit holder dies in the income year, a deduction is not allowable for any deposits they made in that income year.
- FMD do not have to be 12-month fixed term deposits but can be held in deposits of any term, provided no part of the amount is withdrawn within 12 months of the date of deposit.
- From 1 July 2002, you can withdraw part of a deposit within 12 months of making the deposit without losing the benefit of the tax deduction for the remaining amount. This residual amount still qualifies for an FMD deduction, provided it remains in the account for at least 12 months

and does not fall below \$1,000. A deduction is not allowable for the part of the deposit that is withdrawn. Where this affects a deduction you claimed in the prior year, you need to request an amendment of your assessment for that income year.

- From 1 July 2002, certain FMD holders can withdraw deposits early and still retain the tax deduction in the income year in which the deposit was made. This concession applies if, at the time of the withdrawal, you operate your primary production business in an area covered by an exceptional circumstances (EC) declaration made by the Minister for Agriculture, Fisheries and Forestry, and the deposit was made when the area was not under an EC declaration. To confirm your EC status, you have until three months after the end of the income year in which the withdrawal is made to obtain an EC certificate from the relevant state authority.

This is to ensure that primary producers will be able to take advantage of the EC concession prior to the certificate being issued. The amount of the withdrawal is assessable in the income year in which the withdrawal is made, and you cannot claim a deduction for any subsequent deposits made in the same income year.

For more information, see the fact sheet *Farm management deposits scheme* on our website at www.ato.gov.au

Farm management deposit accounts are commercial products offered by suitable financial institutions but coordinated by the Australian Department of Agriculture, Fisheries and Forestry (DAFF). If you require more information on the taxation requirements for the FMDS, contact the Business Infoline on **13 28 66**.

WORKSHEET

To help you work out your income from primary production, we have provided a worksheet on the back of this publication. If you use it, keep the completed worksheet with your other records.

MORE INFORMATION

To get any publication referred to in this booklet

- visit the Tax Office website at www.ato.gov.au
- phone our Publications Distribution Service on **1300 720 092** for the cost of a local call*, or
- visit a Tax Office shopfront.

* Calls from mobile phones are charged at mobile rates.

Publications referred to in this booklet include:

- *Taxation Ruling TR 97/11 – Income tax: am I carrying on a business of primary production?*
- *Taxation Ruling TR 2000/18 – Income tax: effective life of depreciating assets*
- *Taxation Ruling TR 2001/14 – Income tax: Division 35 – non-commercial business losses*
- *Guide to depreciating assets* (NAT 1996 – 6.2004)
- *The simplified tax system – A guide for tax agents and small businesses* (NAT 6459 – 5.2004)
- *Farm management deposits scheme* (available on www.ato.gov.au)
- *Oyster farmers – stock on hand* (available on www.ato.gov.au)

The following publications have additional information for primary producers. If they are relevant to your circumstances, use them with this publication.

- *Partnership and trust tax returns instructions 2004* (NAT 2297 – 6.2004)
- *Company tax return 2004 instructions* (NAT 0669 – 6.2004)
- *TaxPack 2004 supplement* (NAT 2677 – 6.2004)
- *Business and professional items* (NAT 2543 – 6.2004)

FEEDBACK

Reader feedback helps us to improve the information we provide. If you have any feedback about this publication, please write to:

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Australian Taxation Office
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CIVIC SQUARE ACT 2608

As this is a publications area only, any tax matters will be passed on to a technical area; alternatively you can phone our Personal Tax Infoline on **13 28 61** for help.

GROSS INCOME FROM PRIMARY PRODUCTION – WORKSHEET FOR 2003–04

! NOTE: Labels **P1**, **P2**, **P6**, **P7** and **P10** in the right hand margin identify amounts to be used in your calculations for your 2004 Business and professional items schedule for individuals

LIVESTOCK ACCOUNT	Sheep		Cattle		Pigs		Other livestock Type: _____		TOTALS	
Selected value for natural increase	\$		\$		\$		\$			
Section 1	Number	Value \$	Number	Value \$	Number	Value \$	Number	Value \$	Value \$	
Gross sales										
Killed for rations or exchanged for other goods or services										
Stock on hand 30 June 2004 at cost/replacement/market/other value (Strike out what does not apply)										P1
Losses by death										
Total of section 1 Total numbers should agree with total numbers in section 2										
Section 2										
Stock on hand 1 July 2003 at cost/replacement/market/other value (Strike out what does not apply)										P2
Purchases – at cost										
Natural increase – selected value to be shown above										
Total of section 2 Total numbers should agree with total numbers in section 1										
Gross profit or loss										
Deduct total value of section 2 from total value of section 1										P3
PRODUCE ACCOUNT										
For produce other than wool or wheat, write the nature of the produce here						Wool \$	Wheat \$	Other produce \$	TOTALS	
Gross sales – include the sale of skins and hides under Other produce										P4
Value of produce exchanged for other goods or services or taken from business for private use or for use by employees										P5
Value of produce on hand at 30 June 2004 – include the value of skins and hides under Other produce										P6
Subtotal										
Less value of produce on hand at 1 July 2003										P7
Gross profit or loss										P8
OTHER PRIMARY PRODUCTION INCOME										
Net profit from share-farming – keep details								(a)	\$	TOTAL Other primary production income Add (a) to (e) \$
Bounties, subsidies, drought relief grants etc.								(b)		
Income from – for example, pearling, fishing and forest operations, including value of produce from such operations exchanged for other goods or services, or taken from business for private use or for use by employees								(c)		
Insurance amounts received for loss of livestock, produce or profits								(d)		
Income from discounts, rebates, sundry credits and bad debts recovered								(e)		P9
GROSS INCOME OR LOSS FROM PRIMARY PRODUCTION – add items P3, P8 and P9									\$	P10

DO NOT ATTACH THIS PAGE TO YOUR TAX RETURN – KEEP IT AS YOUR RECORD