

# **CHECKLIST FOR NON FARMING**

# INTERVIEW FOR PREPARATION OF 2024 YEAR'S FINANCIAL STATEMENTS AND INCOME TAX RETURNS

CLIENT:		_
BALANCE DATE:	MAIN CONTACT:	
DIGITAL SIGNING: Yes / No		
FINANCIAL STATEMENTS: Please advise how y For digital signing: Emailed PDF: Printed, bound and posted:	ou would like to receive your financial stateme	ents.
NOTE: PLEASE SIGN AND DATE THE LAST PAGE		
1. STOCK ON HAND		
STOCK STILL ON HAND AT YEAR END: GST inclusive (Numbers, quantity and estimated/realisable value)		
	<u></u>	
	\$	
	<u> </u>	
	\$	
	<u></u>	
2. VEHICLES & PLANT		
PLANT ITEMS PURCHASED DURING YEAR:		
<u>ltem</u>	Full Purchase Price (GST Exclusive and Excl. Trade-In)	<u>Date Purchased</u>
	\$	
	\$	
	\$	
	\$	
	¢	1 1



#### PLANT ITEMS SOLD DURING YEAR:

(Please note any trade ins)

<u>Item</u>		Sale Amount (GST exclusive)		Was this a Trade-in?  If so, on what?
		\$		
		\$		
		\$		
		\$		
		\$		
3.	GST RETURNS			
•	Actual Returns & Work papers for the year			
•	Final GST Return prior to Balance Date		\$	Payable/Refund
•	Does your balance date align with your GST F	Return periods? Yes	No	
•	NB: If we prepare your GST returns this inform	nation will not be required as we	e already have it	-

## 4. ACCOUNTS OWING (CREDITORS) & MONIES RECEIVABLE (DEBTORS) AT YEAR END

A print out from your cash book for the entire month post balance date will normally be the best way of establishing debtors and creditors at year end.

Alternatively, a list of payments and receipts for the month following balance date detailing the amount (including GST), to whom it was paid or received from and for what. If stock sales or purchases are involved we will need the quantities.



### 5. WORKING FOR FAMILIES TAX CREDITS

Your eligibility for this will depend on your 2024 financial results.

Please fill in details of ALL children as at 31 March 2024. Those under 18 may involve an entitlement to financial assistance depending on financial results. Those over 16 may have relevance for any Trust distributions.

Full N	Name Date of Birth	IRD No.
6.	INTERVIEW AGENDA	
AGE	NDA: any issues you wish to discuss	
7.	CHECKLIST	
Pleas	se ensure the following:	
•	Farm Focus Accountants Report (Balanced – GST EXCLUSIVE)	
•	Xero Bank Feeds are reconciled	
•	Figured Users – Please ensure that all livestock sale and purchases are entered	at year end



#### OTHER DOCUMENTS THAT COULD BE REQUIRED

•	Print out of other software trial balance and ledgers (excluding Xero or Farm Focus)	
•	Copy of Bank Statement for all farm accounts & loans as at balance date	
•	All Legal Statements and Sale & Purchase agreements (land transactions)	
•	Year end interest statements (referred to as an IR15)	
•	All Dividend & Rebate Statements (Ravensdown, Farmlands, SFF, Alliance etc)	
•	Any Hire Purchase Contract Agreements	
•	All Sale & Purchase Statements re Vehicles & Plant	
•	All donation receipts (so we can claim the tax credit)	
•	Any New Rating Valuation Notices (Received from Quotable Value NZ)	
•	All Farm Insurance invoices	
•	All ACC Levy Invoices	
•	Any unusual transactions requiring further detail	
•	Details of any movement in investment balances	
•	All Capital Development Invoices	
•	Statement of Shareholding for Alliance Group	

I/we accept responsibility for the accuracy and completeness of the information supplied in this Checklist which is to be used in the preparation of my/our 2024 Financial Statements and Income Tax Returns.

A compilation engagement requires us to apply compilation procedures, in accordance with the NZ Institute of Chartered Accountants under SES-2 Compilation of Financial Information, to compile the financial statements and associated income tax returns from the information which you provide to us. Those compilation procedures do not include the performance of an audit review in respect to either of the information you provide or the information which is compiled from it.

Accordingly, neither the company nor any company employees accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled.

The financial information is prepared at your request and exclusively for your benefit; neither we nor any employees accept any liability of any kind what soever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

We instruct you to prepare special purpose Financial Statements for Income Tax purposes that may not be appropriate for general use, except that in the case of a Company the Financial Statements should be prepared in accordance with the Financial Reporting Act.

I/We hereby give P S Alexander & Associates Ltd authority to act on my/our behalf in dealing with all matters with the Inland Revenue Department. Specifically, P S Alexander & Associates Ltd can request information relating to my/our taxation affairs and discuss tax matters with the Department.



You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves and any of my/our associated entities.



Signed	Date
(Name)	_
Signed	Date
(Name)	_
For and on behalf of (entity)	