

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 you would like to receive your financial statements.

For digital signing:	
Emailed PDF:	
Printed, bound and posted:	

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)

		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

2. VEHICLES & PLANT

PLANT ITEMS PURCHASED DURING YEAR:

<u>Item</u>	<u>Full Purchase Price</u> (GST Exclusive and Excl. Trade-In)	<u>Date Purchased</u>
	\$ _____/...../.....
	\$ _____/...../.....
	\$ _____/...../.....
	\$ _____/...../.....
	\$ _____/...../.....

PLANT ITEMS SOLD DURING YEAR:

(Please note any trade ins)

<u>Item</u>	<u>Sale Amount</u> (GST exclusive)	<u>Was this a Trade-in?</u> If so, on what?
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

ITEMS ON PREVIOUS YEAR'S VEHICLE AND PLANT SCHEDULE THAT HAVE BEEN SOLD OR TRADED OR CAN BE WRITTEN OFF:

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 Return periods? Yes No
- NB: If we prepare your GST returns this information will not be required as we 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.

<u>Full Name</u>	<u>Date of Birth</u>	<u>IRD No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. INTERVIEW AGENDA

AGENDA: any issues you wish to discuss

7. CHECKLIST

Please 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

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) _____