

**CHECKLIST FOR SHEEP / CATTLE / DEER / CROP 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:	<input type="checkbox"/>
Emailed PDF:	<input type="checkbox"/>
Printed, bound and posted:	<input type="checkbox"/>

**NOTE: PLEASE SIGN AND DATE THE LAST PAGE**

**1. LIVESTOCK**

**Sheep Reconciliation**

<b>Opening Stock</b> / / 2023		<b>Closing Stock</b> / / 2024		Total Effective Farm Area (ha) _____
	Number		Number	
Ewe Hoggets		Ewe Hoggets		
2 Tooth Ewes		2 Tooth Ewes		
3 & 4 yr Ewes		3 & 4 yr Ewes		
5 & 6 yr Ewes		5 & 6 yr Ewes		
Ram & Wether Hoggets		Ram & Wether Hoggets		
M A Wethers		M A Wethers		
Carry-over Sale Lambs		Carry-over Sale Lambs		
Rams		Rams		
Total		Total		
<b>Stock Purchases</b>		<b>Stock Sales</b>		
Ewe Hoggets		Lambs		
2 Tooth Ewes		Hoggets		
3 & 4 yr Ewes		2th Ewes		
5 & 6 yr Ewes		Cull Ewes		
Ram & Wether Hoggets		Wethers		
Lambs		Rams		
Rams				
Total		Total		
Natural Increase (1)		Deaths & Killed		
<b>End Total</b>		<b>End Total</b>		
	(2)		(2)	
<b>Number of stock killed for home use</b>				

**Notes**

- (1) Natural Increase should equal Ewe Hoggets, Ram & Wether Hoggets on hand at year end plus Lamb sales during year less Lamb Purchases.
- (2) Both Columns should have the same End Total, with Deaths and Killed being the balancing figure.
- (3) Please advise if any Lambs born came from Ewe Hoggets.

**Beef Cattle Reconciliation**

<b>Opening Stock</b> / / 2023		<b>Opening Stock</b> / / 2024	
	Number		Number
R1 Heifers		R1 Heifers	
R2 Heifers		R2 Heifers	
M A Cows		M A Cows	
R1 Steers		R1 Steers	
R1 Bulls		R1 Bulls	
R2 Steers		R2 Steers	
R2 Bulls		R2 Bulls	
Older Bulls		Older Bulls	
Total		Total	
<b>Stock Purchases</b>		<b>Stock Sales</b>	
R1 Heifers		Steer Calves	
R2 Heifers		Heifer Calves	
M A Cows		Cull Cows	
R1 Steers		Heifers	
R1 Bulls		R1 Bulls	
R2 Steers		R2 Steers	
R2 Bulls		R2 Bulls	
Older Bulls		Older Bulls	
Total		Total	
Natural Increase (1)		Deaths (2)	
<b>End Total</b>		<b>End Total</b>	
	(2)		(2)
<b>Number of stock killed for home use</b>			

**Notes**

- (1) Natural Increase should equal all R1 Stock on hand at year end plus Calf sales during year less Calf Purchases.
- (2) Both Columns should have the same End Total, with Deaths being the balancing figure.

**Deer Reconciliation**

<b>Opening Stock</b> / / 2023		<b>Opening Stock</b> / / 2024	
	Number		Number
R1 Hinds		R1 Hinds	
R2 Hinds		R2 Hinds	
Mixed Age		Mixed Age	
R1 Stags		R1 Stags	
R2 Stags		R2 Stags	
R3 Stags		R3 Stags	
Breeding Stags		Breeding Stags	
<b>Total</b>		<b>Total</b>	
<b>Stock Purchases</b>		<b>Stock Sales</b>	
R1 Hinds		Hind Fawns	
R2 Hinds		Stags	
Mixed Age Hinds		Hinds	
R1 Stags		R2 Stags	
R2 Stags		R3 Stags	
Breeding Stags		Breeding Stags	
<b>Total</b>		<b>Total</b>	
Natural Increase (1)		Deaths (2)	
<b>End Total</b>		<b>End Total</b>	
	(2)		(2)
<b>Number of stock killed for home use</b>			

**Notes**

- (1) Natural Increase should equal all R1 Stock on hand at year end plus Fawn sales during year less Fawn Purchases.
- (2) Both Columns should have the same End Total, with Deaths being the balancing figure.

**2. GRAIN, SEED, PRODUCE**

**AREAS OF GRAIN & SEED HARVESTED**

_____	ha	_____	ha
_____	ha	_____	ha
_____	ha	_____	ha
_____	ha	_____	ha
_____	ha	_____	ha

**UNSOLD PRODUCE STILL ON HAND AT YEAR END:**  
(Numbers, quantity and estimated/realisable value)

Wool _____	\$ _____
Grain _____	\$ _____
_____	\$ _____
Seeds _____	\$ _____
_____	\$ _____

**3. 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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. BANKING FACILITIES OPERATING AT YEAR END**

Overdraft limit and interest rate at year end \$ \_\_\_\_\_ %

Attach summary of loan balances and interest rates applicable at year end (this normally comes out monthly with your bank statements or the quarterly loan statements that link with your balance date will also provide this information).

If any swap facilities are being utilised details are required of underlying swap amount, base interest rate, all margins and expiry date of this facility. If necessary you may need to request a print out from your bank (or their treasury department) with this information as at your balance date.

**Would like us to automatically send a copy of the Financial Statements to your bank:**

Yes  No  Bank Manager \_\_\_\_\_

**5. 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. The analysis by code report for the month following balance date will be the best way of getting a list of this information.

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.

The dairy company statement for the month of your balance date that records the production for the season as well as the milk payment received on the 20<sup>th</sup> of the month following balance date.

**6. 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

**7. 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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) \_\_\_\_\_