

CHECKLIST FOR INTERVIEW FOR PREPARATION OF 2017 YEAR'S FINANCIAL STATEMENTS AND INCOME TAX RETURNS

STOCK ON HAND			
STOCK STILL ON HAND AT YEAR END:	value)		
(Numbers, quantity and estimated/realisable	value)		
		\$	
		\$	
		\$ \$	
		\$ \$	
		\$ \$	
		\$	
		\$ \$	
	R:		
PLANT ITEMS PURCHASED DURING YEAR	R: Full Purchase Price (GST Exclusive and Excl. Trade-In)	Date Purchased	
PLANT ITEMS PURCHASED DURING YEAR	Full Purchase Price (GST Exclusive	Date Purchased	
PLANT ITEMS PURCHASED DURING YEAI	Full Purchase Price (GST Exclusive and Excl. Trade-In)		
	Full Purchase Price (GST Exclusive and Excl. Trade-In) \$ \$ \$		
PLANT ITEMS PURCHASED DURING YEAR	Full Purchase Price (GST Exclusive and Excl. Trade-In) \$ \$ \$ \$ \$		
PLANT ITEMS PURCHASED DURING YEAR	Full Purchase Price (GST Exclusive and Excl. Trade-In) \$ \$ \$		
PLANT ITEMS PURCHASED DURING YEAR	Full Purchase Price (GST Exclusive and Excl. Trade-In) \$ \$ \$ \$ \$		
PLANT ITEMS PURCHASED DURING YEAR PLANT ITEMS SOLD DURING YEAR:	Full Purchase Price (GST Exclusive and Excl. Trade-In) \$ \$ \$ \$ \$		

3. GS	ST RETURNS			
•	Actual Returns & work pap	ers for the year		
•		Balance Date	\$	Payable/Refund
•	·	ign with your GST Return pe		
l. AC	CCOUNTS OWING (CRED	DITORS) & MONIES RE	ECEIVABLE (DEB	TORS) AT YEAR END:
	orint out from your cash book fo d creditors at year end	or the entire month post bala	ance date will normally	be the best way of establishing debtors
	ernatively a list of payments an om it was paid or received from			detailing the amount (including GST), to ved we will need the quantities.
i. W	ORKING FOR FAMILIES	TAX CREDITS		
You	ur eligibility for this will depend o	on your 2017 financial resul	S.	
		n as at 31 March 2017. Tho ose over 16 may have releva		ve an entitlement to financial assistance
dep	bending on financial results. The			
·	l <u>Name</u>	·	of Birth	IRD No
·	•	·	of Birth	IRD No
·	•	·	of Birth	IRD No
·	•	·	of Birth	IRD No
<u>Ful</u>	•	·	of Birth	IRD No
<u>Ful</u> — — —	I Name	<u>Date</u>	of Birth	IRD No
<u>Ful</u> — — —	I Name TERVIEW AGENDA	<u>Date</u>	of Birth	IRD No
·	•	·	of Birth	IRD No

7. CHECKLIST

OTHER DOCUMENTS THAT COULD BE REQUIRED

•	Cash Manager Rural Accountant's Report (Balanced - GST EXCLUSIVE) The CMR report can be emailed as a zip file to save you printing it off	
•	Other Software reports (Trial Balance, General Ledger)	
•	All Legal Statements and Sale & Purchase agreements (land transactions)	
•	Year end interest statements (referred to as an IR15)	
•	All Dividend & Rebate Statements (Ravensdown, CRT, Alliance etc)	
•	Any Hire Purchase Contract Agreements	
•	All Sale and Purchase Statements re Plant	
•	All donation receipts (so we can claim the tax credit)	
•	Dairy Company Share Statements (Statement of Annual Holding)	
•	Any New Rating Valuation Notices (Received from Quotable Value NZ)	
•	All Farm Insurance invoices	
•	Details of any movement in investment balances	
•	All ACC Levy Invoices	
•	Any unusual transactions requiring further detail	

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 2017 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.

			_	SIGN	
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(Name)	(Name)				