

2019 FARMING CHECKLIST

NAME_____

PH CONTACT BUS._____ HOME_____ CELL_____

E-MAIL_____

- If uncertain about anything, please ask.
- Use this form when assembling your records.
- This form must be signed and brought in with your information.
- Accounts cannot be prepared without a completed checklist.

RECORDS AND INFORMATION REQUIRED

INDICATE AS APPLICABLE

- | | |
|--|--------|
| 1. a) If you don't run accounting software please provide bank statements and Stock Firm statements for all bank accounts that cover the period 1 April 2018 to 31 March 2019 (1 July 2018 to 30 June 2019).
<u>Please note:</u> I may be holding the first 2019 Bank statement.
Please check that none are missing. | Yes/No |
| b) If you don't run accounting software please supply all cheque and deposit books used during the period.
(Please ensure all cheque butts are clearly detailed. Please make sure any deposits that are not sales are clearly marked e.g. loans, sales of assets, GST refunds, private funds introduced). | Yes/No |
| OR | |
| c) If you do a Cash book recording all receipts and payments.
If your cash book is reconciled with your bank account it will save considerable time. | Yes/No |
| d) Computer Systems – If you run MYOB and we don't have access please "send to accountant" using the e-mail address janet@liddellcrook.nz . If you run Xero, don't worry we have access. For other programs please contact us. | Yes/No |
| 2. All GST returns and supporting workings if we don't file the GST for you | Yes/No |
| 3. Hire Purchase Agreements. | Yes/No |
| 4. Solicitors Statements. | Yes/No |
| 5. Savings and Investment Bank Accounts.
Please supply all statements and details of deposits and withdrawals. | Yes/No |
| 6. Dividend / Interest Income - Business
Please supply all Bank Certificates of Interest and Dividend advice slips. | Yes/No |

CASH ON HAND

- | | |
|--|--------|
| 1. Farm income not banked to a business account.
Please provide details of any income not banked or used to pay expenses. | Yes/No |
| 2. Expenditure paid from private Bank Accounts.
Please provide details of any farm expenses paid from private accounts. | Yes/No |

As per schedule on back page.

Please complete a list of debtors as at 31 March 2019 (30 June 2019). Include any livestock, wool or crop monies owing to you. Please indicate any bad or doubtful debts. The amounts should be inclusive of GST.

Name	Amount

Attached are statements of investments and income (e.g. Co-op, Sheep Co., Fertiliser Co.)

Yes/No

Please review last years schedule of fixed assets and depreciation and schedule below all changes to assets during the period.

Please supply invoices for all fixed assets purchased or sold during the period.

[illegible]

SUNDRY CREDITORS - MONEY OWING BY YOU (Include GST)

Attach all details (or list below) amounts owing by you at balance date.

NAME	Explain type of debt	AMOUNT

MORTGAGES AND LOANS

Please supply details of loans or mortgages raised or repaid during the year (Include agreements and solicitors' statements).

GENERAL INFORMATION

- If applicable, what was the value of farm produce taken for private use at their cost price excluding GST. \$_____
- Private use - Motor vehicle
A. Sole trader / Partnerships
The proportion of your motor vehicle business use recorded in vehicle log book(s).
Business_____km Total_____km

B. Company
Please supply Fringe Benefit returns.
- Please supply a copy of the latest Government Valuation of land & buildings owned by you. A copy of your latest rate demand will be suitable.
- The general nature of my business has/has not changed during the past 12 months. If yes, please describe changes:

Yes/No

COMPANIES

- Are there any contingent liabilities arising from guarantees of third parties debt etc?

Yes/No/NA

Details: _____
- Is reservation as to title of stock given to suppliers?

Yes/No/NA

Details: _____
- Are there non-cancellable lease commitments for lease of premises?

Yes/No/NA
- Are there any commitments for capital expenditure at balance date:

Yes/No
- Are there any transactions with related parties?

Yes/No

(other than shareholder salaries)

Details: _____

TERMS OF ENGAGEMENT (please read and sign)

I hereby instruct you to prepare my financial statements and tax returns on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act. I understand the Financial reports should not be relied on for any other purposes.

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me.

I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with Bankers, Solicitors, Finance Companies to obtain such further information as may be required to carry out the above assignment.

I/We (name) authorise Liddell and Crook Ltd to obtain information from Inland Revenue regarding all tax types (except Child Support) until further notice and to correspond with Inland Revenue as may be required to carry out or auxiliary to completing the above assignment. This includes obtaining information through all channels including, but not limited to, the online services available on the Inland Revenue website.

I acknowledge I will be charged on a time and cost basis for the completion of this work.

I authorise my accountant, Liddell and Crook Ltd, to link any tax accounts required from Inland Revenue.

Accident Compensation Corporation

I/We authorise Liddell and Crook Ltd to act as my/our agent for ACC levy purposes and for all associated entities. This authorisation allows Liddell and Crook Ltd to query and change information on my/our ACC levy account(s) through ACC staff and through MyACC for Business.

This authority will also allow the organisations' main representative discretion to delegate access to my/our ACC information to other members of the organisation. Other delegated members of the organisation will also be able to query and change information on my/our levy account(s).

Name**Signature****IRD No**

Date _____

2019 FARMING STOCK ON HAND

Please complete the following schedules of livestock and produce on hand as at Balance Date. Cross out the sections that do not apply. The categories shown are those required by current taxation legislation.

SHEEP	NUMBER	BEEF CATTLE	NUMBER
Ewe Hoggets	_____	Rising 1 yr Heifers	_____
2 Tooth Ewes	_____	Rising 2 yr Heifers (Maiden/1 st Calving)	_____
3 & 4 yr Ewes	_____	Mixed Aged Cows (2 nd & subsequent Calving)	_____
5 yr & Older Ewes	_____	Rising 1 yr Steers & Bulls	_____
Ram/Wether Hoggets	_____	Rising 2 yr Steers & Bulls	_____
Mixed Age Wethers	_____	Rising 3 yr Steers & Bulls	_____
Rams	_____	Breeding Bulls	_____

PRODUCE ON HAND	KILOS
Wheat	_____
Barley	_____
Ryegrass	_____
Clover	_____
Linseed	_____
Other	_____

OTHER LIVESTOCK ON HAND (PLEASE SPECIFY)