

Records Required

Name:

	√	Comments
Computer Generated Information		
1) Printout of account/ledger summary	<input type="checkbox"/>	
2) Printout of reconciled bank reconciliation and copy of last bank statement at balance date for all bank accounts	<input type="checkbox"/>	
3) Printout of detailed ledger or a backup disc	<input type="checkbox"/>	
4) Copy of Creditor Control/Reconciliation Report	<input type="checkbox"/>	
5) Copy of Debtor Control/Reconciliation Report	<input type="checkbox"/>	
Program Used _____		
Version# _____		
Manual System		
1) Cashbook – written up with bank reconciliation completed and including one month past balance date.	<input type="checkbox"/>	
2) Bank Statements – All business accounts including any savings accounts and term deposits, check butts and deposit books- with full details on all butts up to one month after balance date.	<input type="checkbox"/>	

Loan Statements

Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
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Employers – Wages paid to Employees

Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD	<input type="checkbox"/>	
Or		
Send a copy of your Employer Monthly Deductions Schedule (IR 345 green form).	<input type="checkbox"/>	

Fringe Benefit Tax (FBT) Returns

Supply copies of Fringe Benefit Tax (FBT) returns and work papers	<input type="checkbox"/>	
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Goods and Services Tax (GST) Returns

Supply copies of Goods & Service Tax (GST) Returns and work papers	<input type="checkbox"/>	
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Interest and Dividend Certificates

Supply copies of certificates	<input type="checkbox"/>	
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Accounts Receivable (Debtors) see attached Schedule 1

All accounts or amounts owing to you at balance date should be scheduled but exclude any which you are reasonably sure, won't be paid. Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note.	<input type="checkbox"/>	Total at Balance Date \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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Legal Documents/Loans/Hire Purchase**Name:**

Please attach any solicitor's statements and Sale & Purchase Agreements relating to any legal transactions during the year. Please also include Statements & Agreements relating to any mortgages, hire purchase, lease or loans.

Property Valuation

Please include a copy of the latest Quotable Valuation for any properties you own.

Insurance policies and ACC Levies

Please include a copy of the latest Insurance policies and ACC levies paid to ensure all are deductible

Private Use

Value of goods taken for private use at their **cost** price

- Attach details for goods, produce/cash taken for your own use during the year
- Enter the value of private tolls for year \$_____
- Ensure business and private insurances have been separated and described (including personal accident/sickness policies)
- Ensure business and private power have been separated and described

\$_____ GST Included Excluded

Expenses paid in Cash or from Personal Funds

Please provide a list if applicable.

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description _____

Business _____ km
 Total _____ km
 Percentage _____ %

Vehicle Description _____

Business _____ km
 Total _____ km
 Percentage _____ %

Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

NOTE: Not required where FBT applies

Thank you for completing this questionnaire

Don't forget to sign on Page 1

Name:

LIVESTOCK ON HAND

Total Area of the Farm:Hectares

Effective Farm Area: Hectares

AT BALANCE DATE:

SHEEP		CATTLE			
<i>On Hand</i>		<i>On Hand</i>	<i>Beef & Related</i>	<i>Fresian & Related</i>	<i>Jersey</i>
5 yr & older Ewes		Cows - Mixed Age			
3 & 4 yr Ewes		R2 yr Heifers			
2th Ewes		R1 yr Heifers			
Ewe Hoggets		- bought in			
- bought in		- home bred			
- home bred		R3 yr & Older Steers			
M A Wethers		R2 yr Steers			
Rams		R1 yr Steers			
Ram Hoggets		- bought in			
- bought in		- home bred			
- home bred		R3 yr & Older Bulls			
Wether Hoggets		R2 yr Bulls			
- bought in		R1 yr Bulls			
- home bred		-bought in			
High Priced (Please list over page)		- home bred			
TOTAL		Bulls - Breeding			
Lambs Born		High Priced (Please list over page)			
Ewes to Ram		TOTAL			
Sheep Deaths, Killed & Missing		Calves Born			
Deaths		Cows to Bulls			
Missing		Cattle Deaths and Missing			
Killed for Dogs		Deaths			
Killed for Rations		Missing			
TOTAL		TOTAL			

Name:

LIVESTOCK ON HAND

Total Area of the Farm:Hectares

Effective Farm Area: Hectares

AT BALANCE DATE							
DEER				GOATS			
On Hand	Red	Wapiti	Other Breeds	On Hand	Angora	Cashmere	Milking
R1 yr Hinds - bought in - home bred				1st Kidding Does MA Does			
R2 yr Hinds				Milking Nannies			
M A Hinds				Breeding Bucks			
R1 yr Stags - bought in - home bred				MA Wether/Bucks			
R2 yr & Older Stags				R1 yr Wether/Bucks -bought in - home bred			
Breeding Stags				Non Breeding Bucks			
TOTAL				TOTAL			
Fawns Born				Kids Born			
Hinds to Stags				Does to Bucks			
Deer Deaths, Missing and Kills				Goats Deaths, Missing and Kills			
Deaths and Missing				Deaths and Missing			
PIGS							
Breeding sows under 1 year				Weaners (less than 10 weeks)			
Breeding sows over 1 year				Porkers (10 - 17 weeks old)			
Boars				Baconers (over 17 weeks old)			
				Piglets born			

Name:

LIVESTOCK RECONCILIATION

In an effort to highlight problems in relation to accounting for livestock we set out below a livestock reconciliation form which should be completed for all types of livestock on hand. Please note this does not have to be done for all types of cases as with the listing for stock on hand. It relates only to total numbers.

	<i>Sheep no's</i>	<i>Cattle no's</i>	<i>Deer/Goat no's</i>
Opening stock (numbers on hand per last set of Financial Statements)			
ADD purchases for the year			
ADD natural increase (this figure should be same as entered on the livestock on hand statement)			
LESS sales for the year			
LESS closing stock on hand as per Livestock on Hand Statement			
Equals DEATHS & MISSINGS			

Please comment as to whether this figure is realistic.

Livestock sent own account for which no advance has been received:

Number and type

Schedule value

Are they included in the numbers listed below?

Yes / No