

# Financial Statements Checklist for 2015 – Farming

Client Name: \_\_\_\_\_

Balance Date: 31 March 2015

Postal Address: .....

Telephone No: ..... (Work) ..... (Home)

..... (Mobile) ..... (Fax)

Email Address: .....

Please advise if you would prefer us to visit you and collect your records.

**IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.**

Tick if Applicable otherwise enter N/A

*The following information may be required to complete your annual financial statements.  
If applicable, please tick the appropriate box and provide details.*

## **Records Required:**

- |  |                          |
|--|--------------------------|
| a) <b>All cheque butts</b> for the year, showing the nature of each payment on the cheque butt. Suppliers statements and invoices should be available  | <input type="checkbox"/> |
| b) <b>Bank statements</b> and/or passbooks for the year for all bank accounts.   | <input type="checkbox"/> |
| c) <b>Bank deposit books</b> for the year. Items other than normal business sales (for example, private funds paid in, proceeds from the sale of an asset, tax/GST Refunds, rebates from suppliers, income apart from business income, rents, interest or dividends) should be clearly marked, or if they are not paid into a business trading bank account, record on separate schedules. | <input type="checkbox"/> |
| d) Include those items in (a) and (b) that you are currently using but have transactions relating to the financial year under review.  | <input type="checkbox"/> |
| e) If applicable, a <b>cash book</b> detailing all expenditure and income or computer printouts fully reconciled to the bank statements provided in (b) above.   | <input type="checkbox"/> |

*Note: The GST portion of all receipts and payments should be clearly identified.*

- f) If applicable, a disk copy of your **computerised records**. This will only apply to Cash Manager, or other computerised system users. *Please ensure a bank reconciliation is printed from your system as at the 31<sup>st</sup> March 2015.*

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• **Name and version of Software used**

Software.....

Version ..... Password .....

- g) Copies of all **GST returns** completed in the financial year including calculation workpapers.

☐

- h) Copies of all **fringe benefit tax** returns completed.

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**Information Required:**

- a) **Accounts Owing to You - Accounts Receivable** \$ .....
- All accounts owing to you should be scheduled and any bad or doubtful debts included on this schedule should be clearly marked. This amount should be GST inclusive. **(See attached schedule)**  
**(N.B. Bad Debts need to be written off in debtors ledger at year end)**
- b) **Livestock on Hand** \$ .....
- Stock should be taken at balance date. **(See attached schedule)**
- c) **Other Stock on Hand** \$ .....
- This may include Wool or Grain and Seeds. Stock should be taken at balance date and adequate records retained to substantiate this figure. **(See attached schedule)**
- d) **Fixed Assets** \$ .....
- Please provide details of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant and equipment, and properties. Where appropriate, include details of trade-ins, hire purchase and lease documents. **(See attached schedule)**
- e) **Accounts Owing by You - Accounts Payable** \$ .....
- All accounts owing by you should be scheduled and analysed to the various expenditure. This amount should be GST inclusive, but please highlight any accounts owing which do not have GST on them. **(See attached schedule)**
- f) **Rations** \$ .....
- Detail your estimate of the cost of rations supplied to employees, stock agents etc during the year. This amount should be GST inclusive. **(See attached schedule)**

*All information is required where applicable.*

**g) General Information**

1. Were all proceeds banked in your business trading account? *Yes / No*

2. If not, enter the amounts not banked, but applied:

a) for personal expenditure \$ .....

b) for business expenditure (e.g. used for wages, expenses) \$ .....

c) lodged into other bank accounts \$ .....

**3. Motor Vehicle Expenses (Business Use)**

Has a logbook been kept?

The percentage of business use ..... %

**(N.B. Logbook is required to be completed every 3 years)** *Yes / No*

**4. Legal Transactions**

Please submit solicitor's statements relating to any legal transactions during the year. Also any loan statements for monies banked during the year.

5. Details of any out-of-pocket expenses not reimbursed by the business. \$ .....

6. Property Valuation - Attach any new Government Valuation Certificates received during the year.

7. Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details.

.....

.....

*Yes/No*

.....

**8. Tax Refund**

If you would prefer to have your refund direct credited to your bank account can you please provide the following details:

Bank Account Name .....

Bank	Branch	Account No.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Is there any other information not detailed above that you consider would be of benefit in preparation of the accounts?

If yes, please detail below:

.....

.....

**Please provide any further details you may think relevant:**

.....

.....

.....

.....

.....

**Terms of Engagement**

In supplying this information to **Lewthwaite and Associates Limited**, I am requesting that they prepare my special purpose 2015 financial statements (except where the entity is a company) from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied. A copy of this disclaimer of liability will be attached to all special purpose financial reports.

I hereby give authority to **Lewthwaite and Associates Limited** to communicate with and obtain information from my bank, finance and leasing company, the Inland Revenue Department or any other relevant organization in their completion of the annual financial reports.

I undertake to pay any accounting fees in full as they fall due on the 20<sup>th</sup> of each month for work started but not completed and at the completion of the work. This clause will not apply if an instalment payment plan has been agreed in writing.

Client Signature .....

Date .....

## Lewthwaite & Associates

### Accounts Receivable Schedule ( GST Inclusive)

To be received from:	Type of income:	Qty	GST	\$ Gross
Example: Mr B Smith	Ewe Sales	10	Y	112.5

### Accounts Payable Schedule (GST Inclusive)

To be Paid to:	Type of expense:	Qty	GST	\$ Gross
Example: Mr B Smith	Lamb Purchases	10	Y	112.5

If your accounts receivable or accounts payable are unable to fit on this schedule please attach your own.

*All information is required where applicable.*

## Lewthwaite & Associates

### Fixed Asset Purchases

Asset Description	Cost	GST	Paid	Date	Detail of Trade In
Example: Fiat Uno - Reg #L&B No1	\$5,000.00	\$625.00	\$5,625.00	08/01/2000	Toyota Corolla

### Fixed Asset Sales

Asset Description	Date Sold	Price	GST	Total	Replacement Asset
Example: Toyota Corolla	08/01/2000	\$2,000.00	\$250.00	\$2,250.00	Fiat Uno

**N.B. Please supply details of any hire purchase agreements, loan agreements etc.**

*All information is required where applicable.*

# Lewthwaite & Associates

## Livestock Reconciliation

<b>Sheep</b>			
On Hand Last Year		_____	(A)
Add Lambs Marked		_____	
Purchases		_____	
	Subtotal	_____	(B)
	(A) +		
	(B)	_____	(C)
Less Sales		_____	
Killing Rations and Dogs		_____	
On Hand This Year	Subtotal	_____	(D)
Balance Representing Deaths and Missing		=====	(C) - (D)
<b>Cattle</b>			
On Hand Last Year		_____	(A)
Add Calves Marked		_____	
Purchases		_____	
	Subtotal	_____	(B)
	(A) +		
	(B)	_____	(C)
Less Sales		_____	
Killing Rations and Dogs		_____	
On Hand This Year	Subtotal	_____	(D)
Balance Representing Deaths and Missing		=====	(C) - (D)
<b>Other (please specify)</b>			
On Hand Last Year		_____	(A)
Add ..... Marked		_____	
Purchases		_____	
	Subtotal	_____	(B)
	(A) +		
	(B)	_____	(C)
Less Sales		_____	
Killing Rations and Dogs		_____	
On Hand This Year	Subtotal	_____	(D)
Balance Representing Deaths and Missing		=====	(C) - (D)

*All information is required where applicable.*

# Lewthwaite & Associates

## Livestock

	Qty		Qty
<b>Sheep (Breed.....)</b>		<b>Deer (Breed.....)</b>	
Ewe Hoggets		Rising 1 Year Hinds	
Ram & Wether Hoggets		Rising 2 Year Hinds	
2-tooth Ewes		Mixed Age Hinds	
Mixed Aged Ewes (3 & 4 year old)		Rising 1 Year Stags	
Rising 5 Year and Older Ewes		Rising 2 Year and Older Stags (non breeding)	
Mixed Aged Wethers		Breeding Stags	
Breeding Rams		Fawns Born During the Year - Stag Fawns	
Number of Ewes to Ram		- Hind Fawns	
Number of Lambs Tailed		Number of Estimated Deaths	
Number of Sheep Killed - Private Use			
- Dog Tucker		<b>Pigs</b>	
Number of Estimated Deaths		Breeding Sows Less Than 1 Year	
		Breeding Sows Over 1 Year	
<b>Cattle - Beef/Fresian Jersey (please indicate)</b>		Breeding Boars	
Rising 1 Year Heifers		Weaners Less Than 10 Weeks (excl sucklings)	
Rising 2 Year Heifers		Growing Pigs 10 - 17 Weeks (porkers & baconers)	
Mixed Age Cows		Crowing Pigs Over 17 Weeks (baconers)	
Rising 1 Year Steers and Bulls		Pigs Born During The Year	
Rising 2 Year Steers and Bulls		Estimated Deaths	
Rising 3 Year and Older Steers and Bulls			
Breeding Bulls		<b>Other (please specify)</b>	
Number of Cows to Bull			
Number of Calves Marked			
Number of Cattle Killed - Private Use			
- Dog Tucker			
Number of Estimated Deaths			

Please complete reconciliation of estimated deaths on the back of this page

*All information is required where applicable.*



## Lewthwaite & Associates

### Rations - Required only where cost is not covered by separate cheque

Detail Nature of Rations	Cost (incl)
Meals @ \$.....	\$
Meals @ \$.....	\$
Meals @ \$.....	\$

### Wool on Hand

No of Kilos	_____ kg
Estimated Value (excl)	\$ _____
Date of Sale	_____

### Grain and Seeds (for sale only) on Hand

Type	Value (excl)
<b>Grain</b>	
Wheat	
Barley	
Oats	
<b>Seeds</b>	
Ryegrass	
Clover	
Lucerne	
Hay and Other Produce	

*All information is required where applicable.*