

**DEER, SHEEP & BEEF 2024**

**AgriFocus Limited checklist for preparation of 2024 Financial Statements & income tax returns and Letter of Engagement**

Entity/Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Engagement**

I/we instruct AgriFocus Limited to prepare my/our financial statements on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act 2007 and the Tax Administration (Financial Statements) Order 2014.

I/we accept responsibility for the accuracy and completeness of the information supplied in the checklist which is to be used in the preparation of my/our 2024 Financial Statements and Income Tax returns. I/we further understand that the Financial Statements will be prepared at my/our request and for my/our purpose only and that you will not be liable for losses, claims or demands by any third person.

**Authority to Obtain Information**

You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue, ACC and other persons or organisations to obtain such further information as you may require in order to carry out the above engagement. This authority continues until such time as it is revoked by me in writing.

**Do you give authority to send your accounts to your bank?** Yes / No

Email address for banker:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s) Date

**Key issues** to discuss at your meeting/**Major transactions** we need to know about/ **Contact details** that have changed so we can update our records:

|  |
| --- |
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|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. Sheep on hand at balance date:

|  |  |
| --- | --- |
| Ewe Hoggets |  |
| 2 th Ewes |  |
| MA Ewes |  |
| 5 & 6 yr Ewes |  |
| Wether Hoggets |  |
| Wethers |  |
| Rams |  |
| Sale Lambs |  |
| **Closing Stock – please ensure this is correct** |  |
| Total Lambs tailed |  |
| Ewes mated |  |
| Hogget Lambs |  |
| Lambing percentage (for statistical purposes) |  |

1. Deer on hand at balance date:

|  |  |
| --- | --- |
| Rising 1 year Hinds |  |
| Rising 2 year Hinds |  |
| MA Hinds |  |
| Rising 1 year Stags |  |
| Rising 2 year Stags |  |
| Rising 3 year and older Stags |  |
| Sire Stags |  |
| Sale Hinds |  |
| Sale Stags |  |
| **Closing Stock – please ensure this is correct** |  |
| Fawns marked |  |
| Hinds marked |  |
| Hinds Calved |  |

1. Beef Cattle on hand at balance date: Effective farm area:\_\_\_\_\_\_\_\_\_\_\_\_(ha)

|  |  |
| --- | --- |
| Rising 1 year Heifers |  |
| Rising 2 year Heifers |  |
| Cows mated |  |
| MA breeding cows |  |
| Rising 1 year Steers |  |
| Rising 2 year Steers |  |
| Breeding bulls |  |
| Calves marked |  |
| Cows mated |  |
| **Total Beef Cattle on hand** |  |

1. Unsold produce still on hand at balance date (numbers, quantity & estimated /actual value)

|  |  |
| --- | --- |
| Wool | $ |
| Deer/Sheep/Cattle | $ |
| Sheep | $ |
| Crop | $ |
| Crop | $ |
| Crop | $ |
| Crop | $ |

1. Checklist for other requirements:

|  |  |
| --- | --- |
| Printout of cashbook if applicable |   |
| All hire purchase agreements |  |
| All sale & purchase statements and solicitor’s statements re property transactions |  |
| All invoices for sale & purchase of motor vehicles, plant and equipment |  |
| All GST Returns and accompanying invoices and calculation sheets |  |
| All legal statements |  |
| All farm employees fed during the year – full time and casual (provide details) |  |
| All donation receipts |  |
| All Rebate Certificates, Dividend Statements, Share Issues |  |
| Term loan statements at balance date plus details of any new loans eg term,security and interest |  |
| New Government Valuation Notices |  |
| All farm insurance papers and premiums paid |  |
| Car log book details (% business/personal) |  |
| Electricity accounts split re farm/domestic /irrigation |  |
| All bank statements / stock firm statements |  |
| All credit notes regarding stock and produce sale |  |
| Accounts owing (creditors) and/or monies receivable (debtors) |  |
| Statements re investments / deposits withdrawn or any investment withdrawals |  |
| Any unusual transactions requiring further detail |  |
| Working for families – complete separate form titled 2024 Working for Families |  |
| Confirmation of closing bank balance as at your balance date |  |
|  |  |

