

**AgriFocus Limited checklist for preparation of 2024 Financial Statements & income tax returns (no stock)**

Entity name (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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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Information required:

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| Details of any plant items purchased, sold or written off |  |
| All rebate certificates, dividend statements and/or share issues |  |
| Accounts owing (creditors) and/or monies receivable (debtors) |  |
| Details of any hire purchase agreements |  |
| All GST returns and workings (if you complete your own) |  |
| Donation receipts |  |
| Any term loan statements and details of any new loans. Balance of your term loans as at your balance date. |  |
| Investment portfolios or statements showing values at balance date and details of any purchases/deposits or sales/withdrawals |  |
| All company/trust insurance papers and premiums paid |  |
| Any transactions throughout the year we may need to know about |  |
| Student loan – please advise if you have a student loan |  |
| Working for families – complete separate form titled 2024 Working for Families |  |
| Confirmation of closing bank balance as at your balance date. |  |
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