



AgriFocus Limited checklist for preparation of 2019 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 2019 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(er)? Yes / No

Email address for banker: _____

Do you require a paper copy of your accounts in addition to an electronic copy? Yes / No

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:

Information required:

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 2019 Working for Families	
Confirmation of closing bank balance as at your balance date.	