

Farming Financial Statements & Tax Checklist 2020

Entity Name:

Home Phone:

Address:

Business/Mobile Phone:

Email:

	Records Required:-	✓
1.	Major changes in farming activity and/or major transactions e.g. purchase/sale farmland	
2.	Cashbook, manual or computerised – trial balance and full general ledger – hard copy and/or electronic	
3.	GST Return copies and work papers (including details of business/private apportionment)	
4.	Cash Transactions – farm expenses paid privately and or business farm receipts banked privately	
5.	Bank Statements and Cheque Books/Deposit Books for the full year, plus one month after balance date	
6.	Dairy Company/Farm Supply Company statements e.g. Farmlands, Farm Source	
7.	Loan Statements – annual loan summaries and/or copies of all statements for year to balance date	
8.	Hire Purchase & Lease Agreements - copies of finance summary pages	
9.	Accounts Receivable (amounts owing to you at balance date) GST inclusive – attach schedule	
10.	Accounts Payable (amounts owing by you at balance date) GST inclusive – attach schedule	
11.	Livestock on Hand – please complete schedule attached	
12.	Sales/Purchase invoices for livestock	
13.	Fixed Assets - details of purchases/sales/trade ins/associated Loan/HP agreements	
14.	Development expenditure land and/or major repairs and maintenance – please note detail	
15.	Fonterra Annual Statement of Shareholding	
16.	House/Cottage rental to farm workers (and any other rental property rents/expenses)	
17.	ACC Invoices – check classification	
18.	Insurance Invoices including breakdown of premiums paid	
19.	Interest, Dividends and PIE Payment/Tax Deduction Certificates	
20.	Overseas Investments – include any Portfolio Tax & Summary Reports and Superannuation and Life Policies	
21.	Motor Vehicle Business Use % - Logbook – new one required for a 3-month period every 3 years	
22.	Solicitor Statements and contracts for farm business related transactions	
23.	Working for Families – advise any spousal/child changes, any child support payments received	
24.	Charitable Donations – attach if you wish us to complete claim	
25.	Goods or materials taken for own use e.g. livestock	
26.	Major repairs – please provide details	

Basis of Accounts Preparation

If you do not trade as a Company then, unless otherwise instructed by you, Fluker Denton Limited will only prepare special purpose financial statements that may be used as a base from which income tax returns can be prepared. Such financial statements may not necessarily comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

If you specifically require NZ GAAP accounts, please let us know.

Instructions / Authorisation for Fluker Denton Limited

I/We instruct Fluker Denton Limited to prepare my/our financial statements and/or tax return for the 2020 financial year. I/We undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly, will not result in the expression by you of an opinion on the financial statements or tax return insofar as third parties are concerned.

Authorisation to Obtain Information Subject to the Privacy Act

I/we authorise Fluker Denton Limited to communicate with ACC, the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as you require to complete the above engagement.

Signature Date
(please sign here)

Notes:

Livestock On Hand at Year-end

Type and Class	Closing 2020	Type and Class	Closing 2020
DAIRY CATTLE – Friesian/Jersey & Related Breeds		BEEF CATTLE – Beef Breeds & Beef Crosses	
Rising 1 yr Heifers	_____	Rising 1 yr Heifers	_____
Rising 2 yr Heifers	_____	Rising 2 yr Heifers	_____
Mixed Age Cows	_____	Mixed Age Cows	_____
Rising 1 yr Steers and Bulls	_____	Rising 1 yr Steers and Bulls	_____
Rising 2 yr Steers and Bulls	_____	Rising 2 yr Steers and Bulls	_____
Rising 3 yr Steers and Bulls	_____	Rising 3 yr and older Steers and Bulls	_____
Breeding Bulls	_____	Breeding Bulls	_____
Number of Deaths	_____	Number of Deaths	_____
SHEEP		DEER – All Breeds	
Ewe Hoggets	_____	Rising 1 yr Hinds	_____
Ram and Wether Hoggets	_____	Rising 2 yr Hinds	_____
Two-tooth Ewes	_____	Mixed Age Hinds	_____
Mixed Age Ewes (Rising 3 yr & 4 yr)	_____	Rising 1 yr Stags	_____
Rising 5 yr and older Ewes	_____	Rising 2 yr and older Stags (non-breeding)	_____
Mixed age Wethers	_____	Breeding Stags	_____
Breeding Rams	_____	Number of Deaths	_____
Number of Deaths	_____		
GOATS – Indicate Angora/Fibre/Meat or Milking		PIGS	
Rising 1 yr Does	_____	Breeding Sows less than 1 yr	_____
Mixed Age Does	_____	Mixed Age Breeding Sows over 1 yr	_____
Rising 1 yr Bucks (non-breeding & Wethers)	_____	Breeding Boars	_____
Bucks (non-breeding) and Wethers over 1 yr	_____	Weaners less than 10 weeks (excl. sucklings)	_____
Breeding Bucks	_____	Growing Pigs 10-17 weeks (porkers/baconers)	_____
Number of Deaths	_____	Growing Pigs over 17 weeks (baconers)	_____
		Number of Deaths	_____

Notes: Please ensure that an accurate count is completed as at your balance date and that you include stock which you own, regardless of where the stock is located.
Don't include stock owned by other people but grazing on your land.