2017 Check List for Financial Statements

Client Name:

Below is a list of the types of records we require from you to complete your financial statements – please note that you may not need to give us everything on this list – this list serves more as a prompt to consider the records you need to let us have. If you are using Xero you may want to scan and upload these items to your Xero files.

Information Required For the period from 1st April 2016 to 31st March 2017		Comments
Livestock on Hand	Numbers and ages of stock on hand at balance date	
Livestock Sales/Purchases	Copies of all sale and purchase invoices for the year	
Debtors/Accounts Receivable	A list of people who owe you money as at 31/3/17	
Creditors/Accounts Payable	A list of people who you owe money to as at 31/3/17	
Transaction Details	If not already provided we will need details of all transactions through your business bank accounts	
Bank Accounts	Bank Statements showing balances as at 31/3/17	
GST Workings	All records for returns filed for the year	
Loan Statements	Loan Statements covering the whole year	
Legal Transactions	All solicitors statements and Sale and Purchase agreements you entered into during the year	
Insurance Payments	Annual insurance renewal notices	
Hire Purchase Agreements	Copies of agreements entered into during the year	
Asset Purchases	Invoices and descriptions for assets bought during year	
Consumable Goods on Hand	If you have more than $58,000 of consumable goods on hand at 31/3/17 we need to know the type and amounts (e.g. fertiliser or purchased stock food)	
Cash Jobs -unbanked cash	Details of any "cash jobs" you have done during the year.	
Goods for Private Use	Value of livestock taken for private use (at estimated market value)	
Wages & PAYE	A summary from your payroll software showing total gross wages and allowances paid for the year	
Charitable Donations	Receipts for donations made	
Investment Income	Dividend Receipts and Annual RWT Certificates	