

**DAIRY 2020**

 **(Dairy Owner/Sharemilker/Contract Milker/Variable Order Sharemilker/ Owner with Sharemilker)**

**AgriFocus Limited checklist for preparation of 2020 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 2020 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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1. Farm Statistical Information:

|  |  |
| --- | --- |
| Effective milking area |  hectares  |
| Run off / Lease block |  hectares |
| Average cows milked –as at December 2019 |  |

1. Dairy Cattle on hand at balance date:

|  |  |
| --- | --- |
| Rising 1 year old Heifers |  |
| Rising 2 year old Heifers |  |
| MA Milking Cows |  |
| Rising 1 year old Steers |  |
| Rising 2 year old Steers |  |
| Bulls |  |
| Lease cows owned (elsewhere) |  |
| Carryovers |  |
| **TOTAL** |  |

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 |  |
| Fonterra Statements (including share statements) or Open Country Statements |  |
| 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 |  |
| All cheque / deposit butts |  |
| Statements re investments / deposits withdrawn or any investment withdrawals |  |
| Any unusual transactions requiring further detail |  |
| All Rebate Certificates, Dividend Statements, Share Issues |  |
| Working for families – complete separate form titled “2020 Working for Families” |  |
| Confirmation of closing bank balance as at your balance date |  |
| Accounts owing (creditors) and/or monies receivable (debtors) |  |

