



Once completed please return to:

Ainger Tomlin Ltd
Level 1, AMI House
116 Riccarton Road
PO Box 8237
CHRISTCHURCH 8440

FARMING

WORK PHONE _____

FAX _____

HOME PHONE _____

CELL _____

EMAIL _____

WEB _____

TERMS OF ENGAGEMENT

I accept responsibility for the accuracy and completeness of the information supplied, which will be used in the preparation of my Financial Reports. You are not to complete an Audit, nor do I wish you to undertake a detailed Review of my affairs, in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Reports. I understand your work cannot be relied on to detect error and fraud, and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the Financial Reports will be prepared at my request, and for my purposes only, and that you will not be liable for any losses, claims or demands by any third person.

In order to assist in the preparation of the Financial Reports I hereby authorise Ainger Tomlin Ltd to contact my bank, solicitor or any other parties who may be able to assist directly.

I agree to Ainger Tomlin Ltd's payment terms being that payment is due by the 20th of the month following invoice date, and acknowledge that Ainger Tomlin Ltd reserve the right to charge interest on overdue invoices.

CLIENT SIGNATURE _____

DATE _____

INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS

Please ensure this form is completed in full and signed

MANUAL SYSTEMS

- All Bank Statements, Cheque Butts and Deposit Slips
- Reconciled Cashbook (if prepared)
- Stock Firm/Dairy Company Accounts
 - Killing Sheets, Livestock and Wool Sales Accounts
 - Produce and Grain Sales Accounts
 - Rebate Notices/Advices
 - Loan Statements

COMPUTERISED SYSTEM (MYOB or other product)

- Please send in a backup - either email, disk or memory stick
- Bank Statement(s) showing the year end balance for **all** bank accounts

INTEREST AND DIVIDENDS

All Interest Certificates and Dividend Advices should be provided. With online bank accounts, you may need to print these yourself.

STOCK ON HAND

Livestock on Hand - please complete the accompanying schedules

Wool and Produce On Hand

Wool	_____ Kg	_____ \$	(Ex GST)
Barley	_____ Kg	_____ \$	(Ex GST)
Wheat	_____ Kg	_____ \$	(Ex GST)
Other	_____ Kg	_____ \$	(Ex GST)

ACCOUNTS RECEIVABLE / DEBTORS (Money Owing To You)

Manual - List amounts owing to you at balance date, inclusive of GST, on the *blue sheet* provided. Include proceeds of livestock, wool and grain sales and quantity if applicable.

Computerised - If you are on a computerised Accounts Receivable package please print and send us a Receivables Reconciliation (Summary) Report, dated the last day of the financial year.

Total (Inc GST) \$ _____

ACCOUNTS PAYABLE / CREDITORS (Money Owing By You)

Manual - List amounts owing by you at balance date inclusive of GST, on the *yellow sheet* provided, indicating name of creditor, amount, nature of debt and quantity if applicable.

Computerised - If you are on a computerised Accounts Payable package please print and send us a Payables Reconciliation (Summary) Report, dated the last day of the financial year.

Total (Inc GST) \$ _____

FARM EXPENSES

Please list expenses paid from personal funds, eg petrol, meals (on business), stamps, and freight.

_____ \$ _____
_____ \$ _____

MEALS SUPPLIED

Number of dinners, morning and afternoon teas (morning and afternoon teas = 1/2 meal) supplied to:

Contractors _____ Shearers _____
Stock Agents/Buyers _____ Employees _____

BUSINESS MOTOR VEHICLES (from log book)

	VEHICLE 1	VEHICLE 2
Vehicle - Make & Model	_____	_____
Business Kms Travelled	_____ kms	_____ kms
Total Distance Travelled	_____ kms	_____ kms

(Please note that unless you pay FBT, a log book needs to be kept for a 3 month period once every 3 years. Log books are available at no cost from the Ainger Tomlin reception.)

FIXED ASSETS

1. Purchased

Date	Description of Asset	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Sold

Date	Description of Asset	Trade-In Details (if applicable)	Total Sales Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide copies of new Hire Purchase Agreements and copies of Solicitor's Settlement Statements for property sales/purchases.

LEGAL STATEMENTS

Please provide copies of all legal statements covering transactions other than personal matters. If you do not have these statements please obtain copies from your Solicitor.

MORTGAGES AND LOANS

If you have raised or repaid any business mortgages and/or loans in this financial period, please provide a copy of the supporting documentation.

LIVESTOCK ON HAND (excluding high priced stock)

CATTLE - BREED: _____	CLOSING STOCK NUMBERS
Rising 1 Year Heifers _____	_____
Rising 2 Year Heifers _____	_____
Mixed-age Cows _____	_____
Rising 1 Year Steers _____	_____
Rising 2 Year Steers _____	_____
Rising 3 Year and Older Steers _____	_____
Rising 1 Year Bulls _____	_____
Rising 2 Year Bulls _____	_____
Breeding Bulls _____	_____
TOTAL _____	_____
Calves Bred _____	_____
Cows to Bull _____	_____
Cattle Killed -	
For Dogs _____	_____
For Rations _____	_____
Other Known Deaths -	
Cattle _____	_____
Calves _____	_____

CATTLE NUMBER RECONCILIATION

Opening Stock Number	(A)	_____
Add Purchased during Year (excluding Bobby Calves)		_____
Purchases of Bobby Calves (i.e. calves purchased and not weaned prior to purchased)		_____
Calves bred		_____
	SUB TOTAL (B)	_____
	(A + B) = (C)	_____
Less Total Cattle/Calves sold		_____
Closing Stock Numbers		_____
Cattle Killed		_____
Known Deaths		_____
	SUB TOTAL (D)	_____
	Unaccounted for and Missing (C-D)	_____

LIVESTOCK ON HAND (excluding high priced stock)

DEER - BREED: _____ **CLOSING STOCK NUMBERS**

Rising 1 Year Hinds _____

Rising 2 Year Hinds _____

Mixed-Age Hinds _____

Rising 1 Year Stags _____

Rising 2 Year and Older Stags (non-breeding) _____

Breeding Stags _____

TOTAL _____

Fawns Bred _____

Hinds to Stags _____

Deer Killed -

For Dogs _____

For Rations _____

Other Known Deaths -

Deer _____

Fawns _____

DEER NUMBER RECONCILIATION

Opening Stock Number (A) _____

Add Purchased during Year _____

Fawns bred _____

SUB TOTAL (B) _____

(A + B) = (C) _____

Less Total Deer/Fawns sold _____

Closing Stock Numbers _____

Deer Killed _____

Known Deaths _____

SUB TOTAL (D) _____

Unaccounted for and Missing (C-D) _____

OTHER LIVESTOCK – INCLUDING HIGH PRICED STOCK

GIVE DETAILS OF TYPE/BREED

CLOSING STOCK NUMBERS

NUMBER BORN - OTHER LIVESTOCK

KNOWN DEATHS - OTHER LIVESTOCK
