



**Once completed please return to:**

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

## **FARMING CHECKLIST**

<b>WORK PHONE</b>	_____	<b>FAX</b>	_____
<b>HOME PHONE</b>	_____	<b>CELL</b>	_____
<b>EMAIL</b>	_____	<b>WEB</b>	_____

---

### **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.

In order to comply with the Unsolicited Electronic Messages Act 2007, I agree to continue receiving emails from Ainger Tomlin Ltd.

**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 system 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 system 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 farm expenses paid from personal funds, eg petrol, meals, stamps, freight etc

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**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)

**SHEEP - BREED:** \_\_\_\_\_ **CLOSING STOCK NUMBERS**

Ewe Hoggets \_\_\_\_\_

Wether Hoggets \_\_\_\_\_

Ram Hoggets \_\_\_\_\_

Two-tooth Ewes \_\_\_\_\_

Rising 3 & 4 Year Ewes \_\_\_\_\_

Rising 5 Year and Older Ewes \_\_\_\_\_

Mixed-Age Wethers \_\_\_\_\_

Breeding Rams \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Lambs Bred/Tailed \_\_\_\_\_

Ewes to Ram \_\_\_\_\_

Sheep Killed -

For Dogs \_\_\_\_\_

For Rations \_\_\_\_\_

Other Known Deaths -

Lambs \_\_\_\_\_

Sheep \_\_\_\_\_

### SHEEP NUMBER RECONCILIATION

Opening Stock Number (A) \_\_\_\_\_

**Add** Purchased during Year \_\_\_\_\_

Lambs bred/tailed \_\_\_\_\_

SUB TOTAL (B) \_\_\_\_\_

(A + B) = (C) \_\_\_\_\_

**Less** Total Sheep/Lambs sold \_\_\_\_\_

Closing Stock Numbers \_\_\_\_\_

Sheep Killed \_\_\_\_\_

Known Deaths \_\_\_\_\_

SUB TOTAL (D) \_\_\_\_\_

Unaccounted for and Missing (C-D) \_\_\_\_\_

# LIVESTOCK ON HAND (excluding high priced stock)

<b>CATTLE - BREED:</b>	<b>CLOSING STOCK NUMBERS</b>
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 _____	_____
<b>TOTAL</b>	_____
Calves Bred _____	_____
Cows to Bull _____	_____
Cattle Killed -	
For Dogs _____	_____
For Rations _____	_____
Other Known Deaths -	
Cattle _____	_____
Calves _____	_____

## CATTLE NUMBER RECONCILIATION

Opening Stock Number	(A)	_____
<b>Add</b> 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)	_____
<b>Less</b> 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**

---

---

---

---

---

---

---

---

---

---