

PLEASE COMPLETE THIS FORM AND RETURN WITH YOUR PAPERS

**END OF YEAR INFORMATION REQUIRED
2026**

CLIENT NAME: _____ PHONE: _____

BALANCE DATE: _____ BUSINESS EMAIL: _____

BANK MANAGER : Name _____ Bank _____ Branch _____

IMPORTANT – PLEASE READ AND SIGN BELOW

We/I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of our Financial Statements. I also accept responsibility for any failure by me to supply all relevant records and information to you. 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 Statements will be prepared at my request and for my purpose only and that you will not be liable for any losses, claims or demands by any third person.

I / We the undersigned authorise the Directors or Senior Staff members (as nominated by the Directors), to:-

- a) Obtain any required information from my / our Bankers,
- b) Obtain any copies of Statements or Invoices if required from my / our Suppliers, Dairy Company, and / or Insurance Company,
- c) Sign any Inland Revenue Department Returns on my / our behalf, and
- d) If requested to do so by our Bank or any other lending institution holding accounts over my / our assets, provide the Bank with a copy of my / our Annual Accounts.

In connection with the Inland Revenue Department, I / we acknowledge that Diprose Miller Limited will sign as my / our authorised agents and that I / we remain responsible to ensure that adequate information is provided to enable correct taxation accounts and returns to be filed with the Inland Revenue Department.

PLEASE SIGN HERE _____ Date _____

**PLEASE MAKE SURE THAT YOU HAVE COMPLETED THE
CHECKLIST
ON THE BACK OF THIS PAGE**

WE CANNOT PREPARE YOUR FINANCIAL STATEMENTS UNTIL THIS IS DONE

FINANCIAL INFORMATION AND DOCUMENT CHECKLIST FOR 2024

1. **Did you receive Interest and Dividends from any Source?** YES / NO
(If Yes, please include all Interest and RWT Statements)
2. **Did you receive income from Rent, Trusts, Legacies etc.** YES / NO
(If Yes, please include all details and contact person)
3. **Did you receive any income which was not banked in the Business Account?** YES / NO
(If Yes, please supply full details)
4. **ALL BUSINESS CLIENTS TO COMPLETE:**
 - a) **Cash on Hand:** Cash on hand should include cash floats and cash sales prior to balance date but not banked until after balance date. \$.....
 - b) **Work in Progress:** Work in Progress should include material cost, labour cost and overhead content. This amount should be GST exclusive. \$.....
 - c) **Stock on Hand:** Stock should be taken at balance date and adequate records retained to substantiate this figure. It should be valued at the lower of cost or net realisable value. This amount should be GST exclusive. \$.....
5. **Have you been attributed a share of loss other than from a company we are aware of?** YES / NO
(If Yes, please provide full details)
6. **Have you qualified for any Rebates in this financial year** YES / NO
(If yes, please provide details)

DONATIONS – Please provide all receipts or advise whether you have completed your own rebate claim form

7. **Are there any factors which are likely to produce an abnormally large or small income in either this current year, or in the future.** (If Yes, please provide details) YES / NO

PHYSICAL RECORDS REQUIRED (if not already provided for GST purposes):

COMPLETE THE CHECKLIST AND ATTACH THE RELEVANT INFORMATION (if applicable)

- End of Year form completed and signed
- Schedule of Accounts Receivable at balance date
- Schedule of Accounts Payable at balance date
- Dairy Company Statements and Invoices for the last month of the financial year
- Motor Vehicle Log Book – if maintained
- Certificates for Interest and Dividends
- Loan/Mortgage Account Statements
- Interest RWT Reconciliation – if prepared by the client
- Details of all new assets bought and sold
- Wage reports
- Solicitor's Statements relating to legal transactions during the year (incl funds banked into Solicitor's Trust accounts)
- Other Income/Overseas Income – please provide full details
- Bank statements to end of Financial Year
- Dairy Company statements
- Stock Company statements and invoices for sales and purchases of livestock
- GST Returns and workings
- Copy of all invoices for all asset purchases and sales
- Copy of any Hire Purchase or Finance Agreements
- For Computerised Systems – a back up disk or emailed transfer file