



**Entity Name:** \_\_\_\_\_

**Compilation Terms**

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for above named entity for the year ended 31 March. I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

**Contact Information**

Have there been any changes to your contact information? If yes, please provide details.

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Changes in Taxable Activity or Contact Information**

Have there been any trading, investment or internal management aspects that have changed during the year? If yes, please provide details.

**Client Authority**

As well as your usual partner contact, should you have any queries, please contact your Account Manager on 09 262 0726 or info@blnz.co.nz

Dated: \_\_\_\_\_  
Name of Signature: \_\_\_\_\_  
Signed: \_\_\_\_\_

**PLEASE ALSO COMPLETE INDIVIDUAL CHECKLISTS FOR EACH INDIVIDUAL REQUIRING A TAX RETURN**

Download Form at: [www.businesslike.co.nz/checklists](http://www.businesslike.co.nz/checklists)

**Please complete the checklist on the next page to ensure you have provided all the applicable information.**

Without the signed terms of engagement above and information we cannot schedule your work.



| <b>Accounting Information (if applicable)</b>                            | <b>Page</b>  | <b>Completed</b>         | <b>N/A</b>               |
|--------------------------------------------------------------------------|--------------|--------------------------|--------------------------|
| A balanced and reconciled Cash Book (if one is kept - MYOB, Xero, other) |              | <input type="checkbox"/> | <input type="checkbox"/> |
| List of Debtors – money owed to you (Accounts Receivable)                | <b>3</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Cash on Hand/ Sales not Banked                                           | <b>3</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Livestock on Hand - see schedule 1                                       | <b>4 - 6</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consumables on Hand - see schedule 2                                     | <b>7</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Unsold Produce - see schedule 3                                          | <b>8</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Private Consumption - see schedule 4                                     | <b>8</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Development Expenditure - see schedule 5                                 | <b>9</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Record of Assets Purchased/Sold/Disposed                                 | <b>10</b>    | <input type="checkbox"/> | <input type="checkbox"/> |
| List of Creditors – money you owe (Accounts Payable)                     | <b>11</b>    | <input type="checkbox"/> | <input type="checkbox"/> |
| List of Payments received in advance                                     | <b>11</b>    | <input type="checkbox"/> | <input type="checkbox"/> |
| Farm House Expenses                                                      | <b>12</b>    | <input type="checkbox"/> | <input type="checkbox"/> |
| Motor Vehicle Expenses                                                   | <b>12</b>    | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Bank Information from 1 April to 31 March</b>                                                                   | <b>Enclosed</b>          | <b>N/A</b>               |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Bank Statement showing closing balance at 31 March for all accounts                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Loan Statement showing closing balance at 31 March and a summary of total interest paid for the year for all loans | <input type="checkbox"/> | <input type="checkbox"/> |
| Credit Card Statement showing closing balance at 31 March for all accounts                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Interest RWT Certificates                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend Certificates                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Investment Portfolio reports                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Lease and Legal Information from 1 April to 31 March (if applicable)</b>                                                                  | <b>Enclosed</b>          | <b>N/A</b>               |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| All Lease/HP Agreements entered into                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| All Legal Statements relating to business purchases/sales or property purchases /sales (settlement statements, sale and purchase agreements) | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Checklist for Trading Trusts from 1 April to 31 March</b>                                                                  | <b>Enclosed</b>          | <b>N/A</b>               |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Were there any changes to beneficiaries or trustees?<br>(If Yes, Please Provide Information)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did any settlor or trustee move to a different country?<br>(If Yes, Please Provide Information)                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Were there any gifts made during the period? (If Yes, Please Provide Information)                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared? (If Yes, Please Provide Information) | <input type="checkbox"/> | <input type="checkbox"/> |



**Debtors (Accounts Receivables)**

**Gross Amount**

money owed to you but not received as at 31 March including GST.

**Bad debts** must be written off by 31 March if you do not consider them to be collectable.

|  |                      |
|--|----------------------|
|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |
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|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |
|  | <input type="text"/> |

**Total**

**Cash on Hand as at 31 March (if applicable)**

**Gross Amount**

Till Float

Petty Cash

Cash Sales (not yet banked)

Deposits not banked to business bank accounts

**Total**



Entity Name:

Balance Date:

### Schedule 1: Livestock - Numbers Reconciliation

Ensure this is completed and included with your records

#### Cattle

|                                   |  |
|-----------------------------------|--|
| Opening Stock Numbers             |  |
| Add: Purchased during year        |  |
| Calves Bred                       |  |
| <b>Sub Total (A)</b>              |  |
| Deduct: Total Cattle sold         |  |
| Closing Stock Numbers             |  |
| Known Deaths and Killed           |  |
| <b>Sub Total (B)</b>              |  |
| Unaccounted for and Missing (A-B) |  |

#### Sheep

|                                   |  |
|-----------------------------------|--|
| Opening Stock Numbers             |  |
| Add: Purchased during year        |  |
| Lambs Bred/Docked                 |  |
| <b>Sub Total (A)</b>              |  |
| Deduct: Total Sheep sold          |  |
| Closing Stock Numbers             |  |
| Sheep Killed                      |  |
| Known Deaths                      |  |
| <b>Sub Total (B)</b>              |  |
| Unaccounted for and Missing (A-B) |  |

#### Deer

|                                   |  |
|-----------------------------------|--|
| Opening Stock Numbers             |  |
| Add: Purchased during year        |  |
| Deer Bred                         |  |
| <b>Sub Total (A)</b>              |  |
| Deduct: Total Deer sold           |  |
| Closing Stock Numbers             |  |
| Deer Killed                       |  |
| Known Deaths                      |  |
| <b>Sub Total (B)</b>              |  |
| Unaccounted for and Missing (A-B) |  |



Entity Name:

Balance Date:

### Schedule 1: Livestock - Cattle Tallies

Ensure this is completed and included with your records

Include stock that you **own**, regardless of where the stock is located,

- Do not include stock owned by other people but grazing on your land.

**Total Number of Cattle as at (Balance Date)**

#### Description

#### Beef Breeds and Beef Crosses

|                         |         |                      |        |                      |
|-------------------------|---------|----------------------|--------|----------------------|
| Rising one year heifers |         |                      |        | <input type="text"/> |
| Rising two year heifers |         |                      |        | <input type="text"/> |
| Mixed age cows          |         |                      |        | <input type="text"/> |
| Breeding Bulls          |         |                      |        | <input type="text"/> |
| Rising one year         | Steers: | <input type="text"/> | Bulls: | <input type="text"/> |
| Rising two year         | Steers: | <input type="text"/> | Bulls: | <input type="text"/> |
| Rising three year       | Steers: | <input type="text"/> | Bulls: | <input type="text"/> |

#### Fresian and Related Breeds, Jersey and other dairy breeds

|                         |         |                      |        |                      |
|-------------------------|---------|----------------------|--------|----------------------|
| Rising one year heifers |         |                      |        | <input type="text"/> |
| Rising two year heifers |         |                      |        | <input type="text"/> |
| Mixed age cows          |         |                      |        | <input type="text"/> |
| Breeding Bulls          |         |                      |        | <input type="text"/> |
| Rising one year         | Steers: | <input type="text"/> | Bulls: | <input type="text"/> |
| Rising two year         | Steers: | <input type="text"/> | Bulls: | <input type="text"/> |
| Rising three year       | Steers: | <input type="text"/> | Bulls: | <input type="text"/> |

#### TOTAL

|                                                |  |  |  |                      |
|------------------------------------------------|--|--|--|----------------------|
| Deaths and Losses                              |  |  |  | <input type="text"/> |
| Natural Increase                               |  |  |  | <input type="text"/> |
| Peak Milking Cow Numbers for the last season   |  |  |  | <input type="text"/> |
| Effective Milking Hectares for the last season |  |  |  | <input type="text"/> |



Entity Name:

Balance Date:

### Schedule 1: Livestock - Sheep Tallies

Ensure this is completed and included with your records

Include stock that you **own**, regardless of where the stock is located,

- Do not include stock owned by other people but grazing on your land.

| Description                                           | Number of Sheep as at (Balance Date) |
|-------------------------------------------------------|--------------------------------------|
| <b>Sheep</b>                                          | <input type="text"/>                 |
| Ewe hoggets                                           | <input type="text"/>                 |
| Two tooth ewes                                        | <input type="text"/>                 |
| Mixed age ewes (Rising 3 year and 4 year)             | <input type="text"/>                 |
| Rising five year and older ewes                       | <input type="text"/>                 |
| Mixed age wethers                                     | <input type="text"/>                 |
| Breeding rams                                         | <input type="text"/>                 |
| Ram hoggets                                           | <input type="text"/>                 |
| Wether hoggets                                        | <input type="text"/>                 |
| <b>TOTAL</b>                                          |                                      |
| Sheep bred during the year (Lambs docked last spring) | <input type="text"/>                 |
| Deaths and Losses                                     | <input type="text"/>                 |
| <b>WOOL</b>                                           |                                      |
| Total kg's of wool on hand at Balance Date            | <input type="text"/>                 |
| Date the wool actually sold                           | <input type="text"/>                 |
| Net Proceeds received                                 | <input type="text"/>                 |



Entity Name:

Balance Date:

### Schedule 2: Consumables on Hand

#### Comment

If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathine pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.

Please estimate the cost (Excluding GST) of consumables on hand

|                                                                        |                         |
|------------------------------------------------------------------------|-------------------------|
| Petrol, Diesel & Oil                                                   | \$ <input type="text"/> |
| Fencing Materials                                                      | \$ <input type="text"/> |
| Water Piping & other items held for water system repairs               | \$ <input type="text"/> |
| Dairy Shed Supplies (Cleaning Products, Teat Spray etc)                | \$ <input type="text"/> |
| Shearing Shed Supplies                                                 | \$ <input type="text"/> |
| Animal Health Products (e.g. drench, dip, mastitis treatment products) | \$ <input type="text"/> |
| Other farm stores                                                      | \$ <input type="text"/> |
| Fertiliser                                                             | \$ <input type="text"/> |
| Purchased Stock Feed (at cost)                                         | \$ <input type="text"/> |
| Hay                                                                    | \$ <input type="text"/> |
| Silage                                                                 | \$ <input type="text"/> |
| Maize Silage                                                           | \$ <input type="text"/> |
| Grain                                                                  | \$ <input type="text"/> |
| Palm Kernel                                                            | \$ <input type="text"/> |
| Other                                                                  | \$ <input type="text"/> |



Entity Name:

Balance Date:

### Schedule 3: Unsold Produce

Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.

| Category                                 | Quantity                               | Estimated Value (Excl GST) |
|------------------------------------------|----------------------------------------|----------------------------|
| Wool                                     | <input type="text"/> kg                | \$ <input type="text"/>    |
| Timber                                   | <input type="text"/>                   | \$ <input type="text"/>    |
| Hay                                      | <input type="text"/> Tonnes Dry matter | \$ <input type="text"/>    |
| Silage                                   | <input type="text"/> Tonnes Dry matter | \$ <input type="text"/>    |
| Grain                                    | <input type="text"/> Tonnes            | \$ <input type="text"/>    |
| Honey                                    | <input type="text"/> kg                | \$ <input type="text"/>    |
| Firewood                                 | <input type="text"/>                   | \$ <input type="text"/>    |
| Other Produce, Harvested Crops and Fruit | <input type="text"/>                   | \$ <input type="text"/>    |
|                                          | <input type="text"/>                   | \$ <input type="text"/>    |
|                                          | <input type="text"/>                   | \$ <input type="text"/>    |
|                                          | <input type="text"/>                   | \$ <input type="text"/>    |
|                                          | <input type="text"/>                   | \$ <input type="text"/>    |
|                                          | <b>Total Value</b>                     | \$ <input type="text"/>    |

### Schedule 4: Private Consumption

Value of goods taken for private use · at their cost price (excluding livestock).

| Goods taken for own use | Quantity             | Estimated Value (Excl GST) |
|-------------------------|----------------------|----------------------------|
| Sheep                   | <input type="text"/> | \$ <input type="text"/>    |
| Cattle                  | <input type="text"/> | \$ <input type="text"/>    |
| Pigs                    | <input type="text"/> | \$ <input type="text"/>    |
| Milk                    | <input type="text"/> | \$ <input type="text"/>    |
| Other                   | <input type="text"/> | \$ <input type="text"/>    |
|                         | <b>Total Value</b>   | \$ <input type="text"/>    |

### Expenses paid In Cash or from Personal Funds

Please provide a list if applicable. How many meals have you provided to contractors? (moming/afternoon tea =1/2)

**Total Value** \$



**Entity Name:**

**Balance Date:**

**Schedule 5: Development Expenditure**

Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.

Please provide full details if you have undertaken any work of this type

**Comment**

**Fixed Assets – Purchased between 1 April to 31 March**

| Asset | Purchase date | Cost inc GST | Financed Y/N |
|-------|---------------|--------------|--------------|
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |
|       |               |              |              |

**Fixed Assets – Sold/Disposed between 1 April to 31 March**

| Asset | Sale Date | Cost inc GST |
|-------|-----------|--------------|
|       |           |              |
|       |           |              |
|       |           |              |
|       |           |              |
|       |           |              |
|       |           |              |
|       |           |              |
|       |           |              |
|       |           |              |

**Fixed Asset Review**

Please review your Fixed Asset Schedule provided with the previous year's Financial Statements for any changes that may have occurred and note them below:





## Farm House Expenses

If you use any part of your home for business purposes, please complete the following.

### Property Address:

|                                       |                      |    |
|---------------------------------------|----------------------|----|
| Total Area Used for Business          | <input type="text"/> | m2 |
| Total Area of Home (Including Garage) | <input type="text"/> | m2 |

### Total Costs for the period 1 April to 31 March

|                               |                      |    |
|-------------------------------|----------------------|----|
| Interest on Mortgage (if any) | <input type="text"/> | \$ |
| Rent (if any)                 | <input type="text"/> | \$ |
| Rates                         | <input type="text"/> | \$ |

### Motor Vehicle Expenses – (Sole Traders, Partnerships, Trusts)

|                                                    |                      |    |
|----------------------------------------------------|----------------------|----|
| Total km's travelled during the year               | <input type="text"/> | Km |
| Total business km's related travel during the year | <input type="text"/> | Km |

**Please note:** A logbook must be completed every three years (unless there is a substantial change in business/private use). Without a logbook a business claim is restricted to a maximum of 25%.

### Motor Vehicle Expenses – (Companies)

|                                                                                                                                                                                | Yes                  | No                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| Are all vehicles registered in the name of the company?                                                                                                                        | <input type="text"/> | <input type="text"/> |
| Do you store these vehicles at your private residence for security purposes?                                                                                                   | <input type="text"/> | <input type="text"/> |
| Are these vehicles "work related vehicles"? – see below                                                                                                                        | <input type="text"/> | <input type="text"/> |
| A vehicle is a <b>"work related vehicle"</b> if all of the following four criteria are met:                                                                                    |                      |                      |
| 1) Vehicle design is not principally to carry passengers; and                                                                                                                  |                      |                      |
| 2) Company name / logo is permanently and prominently displayed; and                                                                                                           |                      |                      |
| 3) Documented notification to employees re private use restrictions; and                                                                                                       |                      |                      |
| 4) You (or an employee) don't have the option to use the company vehicle for non-work related activities                                                                       |                      |                      |
| <b>Are any of the vehicles available for private use?</b>                                                                                                                      | <input type="text"/> | <input type="text"/> |
| If Yes, please provide below if there were times when the vehicle(s) were not available for private use e.g. away on holiday, car is in a repair workshop, working out of town |                      |                      |
| <b>Vehicle</b>                                                                                                                                                                 |                      |                      |
| <b>Days not available for use</b>                                                                                                                                              | <input type="text"/> | <input type="text"/> |
| <input type="text"/>                                                                                                                                                           | <input type="text"/> | <input type="text"/> |
| <input type="text"/>                                                                                                                                                           | <input type="text"/> | <input type="text"/> |