



# McIntyre Dick

## 2026 Information Checklist

Information Required Summary	Tick
The below information is required in respect of your farming business	
1. <b>Financial records</b> for year - complete <b>schedule 1</b>	
2. <b>Farm statistical information</b> - complete <b>schedule 2</b>	
3. Details of <b>feed/wool on hand</b> at balance date - complete <b>schedule 3</b>	
4. Details of <b>goods taken</b> for own use and employee use - complete <b>schedule 4</b>	
5. Details of <b>rations</b> provided - complete <b>schedule 5</b>	
6. <b>Out of Pocket Expenses</b> - complete <b>schedule 6</b>	
7. <b>Livestock on hand</b> at balance date - complete <b>schedule 7</b>	
8. <b>Accounts payable</b> at balance date - complete <b>schedule 8</b>	
9. <b>Accounts receivable</b> at balance date - complete <b>schedule 9</b>	
10. Details of <b>fixed asset</b> purchases and sales - complete <b>schedules 10</b>	
11. All <b>mortgage and bank loan</b> statements confirming balances at year end balance date	
12. All <b>hire purchase</b> contracts - new and existing	
13. All milk statements (including share/dividend statements)	
14. All invoices for <b>livestock sales and purchases</b> including <b>Rural Livestock</b> or <b>Flexi Stock</b> accounts, if not attached to your software transactions	
15. Do you have <b>consumables on hand</b> of more than \$58,000? If so, please provide details. Includes feed purchased, fuel, fertiliser etc	
16. <b>Rebate, dividend and share notices</b> for Alliance, Ballance, Farmlands, LIC, NZ Wool Services, Ravensdown, Silver Fern Farms, Wool Equities	
17. Copies of <b>GST Returns</b> (if not on software) and <b>FBT Returns</b> filed and your workings	
18. All farm <b>insurance</b> invoices, finance arrangements and detail of any <b>insurance claims</b>	
19. <b>Wages Paid</b> - complete <b>schedule 11</b>	
20. <b>Interest received and RWT certificates</b> issued by banks and financial institutions	
21. <b>Investment</b> statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
22. <b>Dividends received</b> - attach dividend advices.	
23. All <b>legal</b> invoices, statements, sale and purchase agreements or other documentation	
24. Invoices for any <b>unusual transactions</b> requiring further detail, large <b>repairs and maintenance</b> amounts	
25. Details of any <b>gifting</b> made or changes to <b>family loan balances</b>	
26. <b>Government Subsidies and Loans</b> - please advise and provide dates and amounts received	

Personal Tax Information	Tick
For each individual tax return also required please provide the following information	
1. <b>Salary, wages, NZ Superannuation</b> , withholding income - We will receive direct from Inland Revenue	N/A
2. <b>Other income</b> received with no tax deducted	
3. <b>Interest received and RWT certificates</b> issued by banks and financial institutions	
4. <b>Dividends received</b> - attach dividend advices	
5. <b>Rental property income</b> - please print and <b>complete schedule</b> from our website	
6. <b>Share / bond purchases or sales</b> - attach documentation	
7. <b>PIE / Kiwisaver</b> income - attach PIE tax statements	
8. <b>Overseas</b> income or overseas investment income	
9. <b>Cryptocurrency</b> – details of all coins purchased and sold during the year e.g. quantity of coins sold/ purchased and value	
10. All <b>donation</b> receipts	
11. Income or losses from an <b>estate, trust, partnership or Look-through company</b> that we do not prepare accounts for	
12. <b>Deductible expenses</b> - attached details of expenses incurred in earning income e.g. loss of income insurance, interest on loans used to acquire investments	
13. <b>Student loan</b> tick if you have a student loan	
14. <b>Working for families</b> - please print and <b>complete schedule</b> from our website	
15. Do you want us to prepare your <b>children's tax returns?</b> If so, provide the above information for them	

## 1. FINANCIAL INFORMATION

Farm Focus	Tick
If we have access to your Farm Focus you do not need to provide any reports	
Ensure final GST for the year has been completed	
Ensure bank reconciliation is complete to balance date	
If an online user, ensure cashmanager@mdp.co.nz is a user for the file.	
All bank statements for bank accounts not processed in software	
Bank statement showing balance at balance date for accounts processed in software	

Xero	Tick
We will have access to your Xero file so you do not need to provide any reports	
All bank statements for bank accounts not processed in Xero	
Bank statement showing balance at balance date for accounts processed in Xero	
If you attach invoices to bills/transactions or use file library please tick.	

Manual or Electronic Cashbook	Tick
All bank statements for the year	
Ensure cashbook reconciles to year end bank balance	

Bank Statements Only	Tick
All bank statements for the year	
Narrate statements for any transactions not easily identified as to what the transaction is	

**2. FARM STATISTICAL INFORMATION**

Dairy	
Peak cows milked	
Total milking platform	ha
Effective milking platform	ha
Run off area owned	ha
Run off area leased (from 3 <sup>rd</sup> party)	ha
Contract Milkers	
Total kgs of milk solids	kg
If you have a fixed milk price or milk futures details, please provide these details	

Sheep / Beef	
Total effective hectares	
Number of ewe hoggets lambed	

**3. UNSOLD WOOL / FEED STILL ON HAND AT BALANCE DATE**

Provide detail of any wool and feed on hand at balance date that is for sale

Details	Quantity on Hand	Estimated/Actual Value (excluding GST)
Wool		
Crop		

**4. GOODS TAKEN FOR OWN USE AND EMPLOYEE USE**

Details / Livestock Type	Used by (owner / employee name)	Number	Market Value (Incl. GST)

Have these been adjusted for in your GST returns?  Yes /  No

**5. RATIONS**

Detail your estimate of the cost of rations supplied to employees, stock agents, etc. during the year (Required only where cost is not covered by separate payment)

	Number	Rate @	Estimate Cost \$ (Incl. GST)
Morning Tea		\$5.00	
Lunch		\$10.00	
Afternoon Tea		\$5.00	
Dinner		\$15.00	

**6. OUT OF POCKET EXPENSES**

Please give details of any business expenses paid from private sources during the year (ie not paid out of **your business bank account**) - **supply receipts where possible.**

Payee	Expense	Amount (Incl. GST)

**7. LIVESTOCK ON HAND**

Sheep	No. on Hand
Ewe Hoggets	
Two Tooth Ewes	
Mixed Aged Ewes	
5 + Year Ewes	
Wether Hoggets	
Wethers	
Rams	
Works Lambs	
<b>Total</b>	

Deer	No. on Hand
Rising 1 Year Hinds	
Rising 2 Year Hinds	
Mixed Aged Hinds	
Rising 1 Year Stags	
Rising 2 Year and Older Stags	
Rising 3 Year and Older Stags	
Sire Stags	
<b>Total</b>	

Reconciliation	
Opening Stock	
Hogget Lambs Tailed	
Other Lambs Tailed	
<b>+ Total Lambs Tailed</b>	
<b>+ Purchases</b>	
<b>- Sales</b>	
<b>- Closing Stock</b>	
<b>= Deaths &amp; Missing</b>	

Reconciliation	
Opening Stock	
<b>+ Fawns Marked</b>	
<b>+ Purchases</b>	
<b>+ Sales</b>	
<b>+ Closing Stock</b>	
<b>= Deaths and Missing</b>	

Dairy Cattle	No. on Hand
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers and Bulls	
Rising 2 Year Steers and Bulls	
Rising 3 Year and Older Steers and Bulls	
Breeding Bulls	
<b>Total</b>	

Beef Cattle	No. on Hand
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers and Bulls	
Rising 2 Year Steers and Bulls	
Rising 3 Year and Older Steers and Bulls	
Breeding Bulls	
<b>Total</b>	

Reconciliation	
Opening Stock	
<b>+ Calves Bred</b>	
<b>+ Purchases</b>	
<b>- Sales</b>	
<b>- Closing Stock</b>	
<b>= Deaths and Missing</b>	

Reconciliation	
Opening Stock	
<b>+ Calves Bred</b>	
<b>+ Purchases</b>	
<b>- Sales</b>	
<b>- Closing Stock</b>	
<b>= Deaths and Missing</b>	

Do you have any livestock leased to you or by you? If so, please provide further details.





**11. WAGES PAID**

Please advise what payroll software is used and provide yearly summary report from this.

<b>Accrued Employee Entitlements</b>	
Are accruals for employee entitlements (including bonuses, commissions, holiday pay, long service leave, etc) calculated to year end and included in the financial information provided?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Such monetary remuneration is only deductible when it is incurred by year end and has been paid out to employees either in the year or within 63 days of year end.	
Of calculated accruals, how much was paid within 63 days of year end?	\$