Noble & Lee Ltd

CHARTERED ACCOUNTANTS

2009 Year End Information

CLIENT NAME: ______________________ **BALANCE DATE:** ________________

For the efficient completion of your annual accounts, can you please forward the following records to our office as soon as possible after your financial year end:

Tick *(as applicable)*

- [ ] Bank Statements (all relevant business and savings accounts)
- [ ] Cheque Butts, Deposit Books and all Invoices/Receipts
- [ ] Cashbook (if you keep one) - Manual/Computerised (full ledger printouts & computer disk please)
- [ ] Details of Debtors and Creditors as at Balance Date
- [ ] Interest & Dividends Statements, Investment Notices & Legal Statements
- [ ] Business Insurance Schedules and Rates Assessment Notices
- [ ] Loan Summary Statements as at Balance Date
- [ ] Details of Asset Sales or Purchases, HP finance details (if any)
- [ ] GST Returns with your workings attached (if completed yourselves)
- [ ] Donation Receipts & IR526 Rebate Form (unless you have already claimed yourselves)
- [ ] Stock on Hand as at Balance Date
- Vehicle Log Books (if new vehicle, or required to be updated for 3 months each 3 years)
- [ ] Summary of Earnings or Personal Tax Summary issued from IRD (if you earned wages/salary)
- Livestock Sale & Purchase Notices
- [ ] Dairy Company Statements (please include any Share Movement Statements)
- [ ] Livestock on Hand as at Balance Date (please complete Livestock Information attached)

** We would appreciate your assistance with the completion of this form in order to make your accounts more accurate and our job a little easier!*