

22nd June 2021

Your information is required to be brought between now and the end of September

We will process all of our work in the order it comes in to us.

If you require your Financial Statements urgently than that then please let Kelly know (kelly@sgca.co.nz).

If you would like to **e-mail** the information to us, please send as a pdf, 1 pdf per document and if you could label each one as they show below to kelly@sgca.co.nz. (i.e. F1 ANZ main, F2 ANZ savings, O1 term loan, etc)

If you would like to upload them directly into xero, then please advise.

Information Required For the period from 1st April 2020 to 31st March 2021	
<input type="checkbox"/> G2 Stocktake	Computer generated list or hand written stock count
<input type="checkbox"/> G1 Debtors/Accounts Receivable	A list of people who owe you money
<input type="checkbox"/> M2 Creditors/Accounts Payable	A list of people you owe money to, or a photocopy of each statement
<input type="checkbox"/> F1 Bank Accounts	Statements showing balance and O/D interest rate (if any) at 31 st March
<input type="checkbox"/> L1 GST Records	Copies of your GST workings
<input type="checkbox"/> O1 Loan Statements	Monthly Loan Statements from 1 st April 2020 to 31 st March 2021
<input type="checkbox"/> P1 Hire Purchase Agreements	Copies of agreements
<input type="checkbox"/> G2.1 Cash on hand	As at 31 st March 2021
<input type="checkbox"/> H1 Asset Purchases	Invoices and description of purchase(s)
<input type="checkbox"/> T1 Investment Income	Statements for interest and dividends received (including Kiwisaver)
<input type="checkbox"/> V1 Insurances	Full description of schedule of insurance, premium invoices & statements etc.
<input type="checkbox"/> T1 Other income	Details of any other income received
<input type="checkbox"/> Charitable donations	Details of any donations made (company or individual)

The more information the better
If you have any queries then please contact us
E: kelly@sgca.co.nz