

## Your information is now required

We will register your Annual Accounts job as 'in' upon receipt of your information by email, xero upload, delivery or post. If you are uploading via 'Xero' software, then please let us know.

We process all Annual Accounts jobs received on a 'first in – first out' basis.

Information Required	If you do the GST	If we do the GST	If you have Xero or other	Description
Stocktake	✓	✓	✓	Computer generated list or manual stock count
Debtors/Accounts Receivable	✓	✓	✗	A list of people who owe you money
Creditors/Accounts Payable	✓	✓	✗	A list of people who you owe money to
Bank Accounts	✓	✓	✓	End of year statement showing closing balance & O/D interest rate(if any)
Cash on Hand	✓	✓	✓	Till floats, petty cash, cash on hand
GST Records	✓	✗	✗	Copies required if we haven't prepared your GST
Loan Statements	✓	✓	✓	End of year statement for each loan showing principal & interest repaid
Hire Purchase Agreements	✓	✓	✓	New Hire Purchases during the year
Asset Purchases	✓	✓	✓	Not required if already attached to Xero transaction
Investment Income	✓	✓	✓	Dividend info, Managed fund portfolios, Interest received
Insurances	✓	✓	✓	Business insurance invoices showing breakdown of premiums
Other Income	✓	✓	✓	Any other income received
Charitable Donations	✓	✓	✓	Receipts for donations made

**If in doubt of what to provide us, then please contact us.  
The more information the better to help us understand your position**

If you have any queries then please contact us

Email: [kelly@sgca.co.nz](mailto:kelly@sgca.co.nz)

**Or your accountant**

Steve – [steve@sgca.co.nz](mailto:steve@sgca.co.nz)

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