

Your information is now required

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

If you require something more urgent 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 2021 to 31st March 2022	
€ G2 Stocktake	Computer generated list or hand written stock count
€ G1 Debtors/Accounts Receivable	A list of people who owe you money
€ M2 Creditors/Accounts Payable	A list of people you owe money to, or a photocopy of each statement
€ F1 Bank Accounts	Statements showing balance and O/D interest rate (if any) at 31 st March
€ L1 GST Records	Copies of your GST workings
€ O1 Loan Statements	Monthly Loan Statements from 1 st April 2021 to 31 st March 2022
€ P1 Hire Purchase Agreements	Copies of agreements
€ G2.1 Cash on hand	As at 31 st March 2022
€ H1 Asset Purchases	Invoices and description of purchase(s)
€ T1 Investment Income	Statements for interest and dividends received (including Kiwisaver)
€ V1 Insurances	Full description of schedule of insurance, premium invoices & statements etc.
€ T1 Other income	Details of any other income received
€ Charitable donations	Details of any donations made (company or individual)

The more information the better to help us understand your position

If you have any queries then please contact us

E: kelly@sgca.co.nz