

22<sup>nd</sup> June 2021

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

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.

<b>Information Required</b> <b>For the period from 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021</b>	
<input type="checkbox"/> <b>G2 Stocktake</b>	Computer generated list or hand written stock count.
<input type="checkbox"/> <b>G1 Debtors/Accounts Receivable</b>	A list of people who owe you money.
<input type="checkbox"/> <b>M2 Creditors/Accounts Payable</b>	A list of people you owe money to, or a photocopy of each statement
<input type="checkbox"/> <b>F1 Bank Accounts</b>	Statements showing balance & O/D interest rate (if any) at 30 <sup>th</sup> June.
<input type="checkbox"/> <b>L1 GST Records</b>	Copies of your GST workings.
<input type="checkbox"/> <b>O1 Loan Statements</b>	Monthly Loan Statements from 1 <sup>st</sup> July 2020 to 30 <sup>th</sup> June 2021.
<input type="checkbox"/> <b>P1 Hire Purchase Agreements</b>	Copies of agreements.
<input type="checkbox"/> <b>G2.1 Cash on hand</b>	As at 30 <sup>th</sup> June 2021.
<input type="checkbox"/> <b>H1 Asset Purchases</b>	Invoices and description of purchase(s).
<input type="checkbox"/> <b>T1 Investment Income</b>	Statements for interest and dividends received ( <b>including Kiwisaver</b> ).
<input type="checkbox"/> <b>V1 Insurances</b>	Full description of schedule of insurance, premium invoices & statements etc.
<input type="checkbox"/> <b>T1 Other income</b>	Details of any other income received.
<input type="checkbox"/> <b>Charitable donations</b>	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](mailto:kelly@sgca.co.nz)**