$\frac{\textbf{INFORMATION QUESTIONNAIRE FOR FARMING FINANCIAL STATEMENTS FOR}{2020 \ \textbf{INCOME TAX YEAR}}$

PLEASE HELP US KEEP OUR DATABASE UP TO DATE (Note any changes here)

CLIENT NAME:		
Postal Address	Home Address	
Post Code	Post Code	_
Contact Person:		
Email Address:		
Contact Phone Number:		
Cell Phone Number:		
Fax Number:		
Convenient Time for Contact:		
BALANCE DATE:		

PLEASE ENSURE YOU SIGN THIS QUESTIONNAIRE (We cannot commence work without a completed questionnaire)

a)	When do you wish your accounts completed by			
b)	I wish to discuss my draft financial accounts before they are finalised		Yes / No	
c)	Once finalised I would like a meeting to discuss my business affairs and tax returns		Yes / No	
d)	Would you like us to supply you with a second copy of your financial accounts for your bank?		Yes / No	
	If you wish us to send this directly to the Bank, help us by address of Bank and Contact Person:			
e)	If my return results in a refund due, I would like the refund	d:		
	i. sent to me in full			
	ii. used to offset my Provisional Tax liability		(Please tick one)	
	iii. applied towards my Accountancy Fees			
C/	AN WE HELP YOU?		Comments	
a)	Goods and Services Tax			
	Do you require assistance with preparing your GST Returns?	Yes / No		
	Do you require assistance with establishment of a computerised record keeping system for GST?	Yes / No		
	Do you have any particular GST problems which we we can help you with?	Yes / No		
	We can streamline your GST return preparation	Yes / No		
b)	Budget and Cash Flow Projections / Two Year Tax Pr	ojection		
	Would you like us to prepare any of the above for you?	Yes / No		
c)	Risk Analysis			
	Are all your business assets/risks adequately insured?	Yes / No		
	Would you like to know more about the topic?	Yes / No		
d)	Family Trust			
	Do you have a family trust?	Yes / No		
	Would you like to discuss either the formation of a new			
	trust or a review of the old one?	Yes / No		

A.	RECORDS AND INFORMATION REQUIRED				
1.	Bank Transaction Information: (for all business accounts, including loan accounts)				
	Cash Manager, QuickBooks, MYOB Backup Disk, Xero or Reckon One (access) .				
	OR Cashbook Please provide and include one month past balance date.				
	OR Bank Statements, Cheque books, Deposit books (make sure they are all there and all cheques and deposits are clearly identified as to what they are). Please provide and include one month past balance date				
2.	Savings/Investment Account Statements				
3.	Copies of Workpapers: a) Copies of GST Returns and Workpapers b) Copies of Fringe Benefit Returns and Workpapers c) Copies of ACC Levy Statements				
4.	Dividends and Interest Received If interest or dividends were received during the year, please include interest certificates and/or dividend advices.				
5.	Dividends or Interest Paid If you have made dividend withholding tax or interest PAYE payments to the IRD please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliation.				
6.	Livestock on Hand Please complete a reconciliation of livestock numbers, as attached				
7.	Wool & Produce on Hand Did you have any wool, grain or produce on hand or in store but not sold at balance date? If so, please provide details (volume and price).				
8.	Debtors (money owing to you at balance date) This includes livestock, wool or produce sold prior to balance date. If so, attach a list and indicate any which you consider you are likely to receive payment for. Specify where GST is included or excluded.				
	NOTE: If you are using an accounting package, please ensure that the total for accounts receivable reconciles to the debtors listing.				
	Bad Debts Written Off During The Year (Schedule attached): Specify whether GST included or excluded. Incl/Excl GST (please circle)				
9.	Creditors (money owing by you at balance date) Attach a list (show nature of expenses e.g. purchases, PAYE etc.,) showing amounts as GST inclusive.				

NOTE: If you are using an accounting package, please ensure that the total for accounts payable reconciles to the creditors listing.

10.	Cash income not banked of Proceeds received but not palink skins, rebate cheques	paid into your farm accour	nt or stock firm	e.g. dogs, crutching,	
11.	 Farm Expenses Please list expenses paid out from personal funds e.g. petrol, meals (on business), stamps, freight etc. 				
12.	Keep for employees Please supply a list of employeer of weeks applicable		eals and accon	nmodation for and the	
13.	Fixed Assets Attach a list of assets purch Please provide copies of:	nased and / or sold during Sale and Purchase Agre Hire Purchase Agreemen Solicitors Settlement Sta Valuations (e.g. Rates D	ements nts tements	ır's Reports etc)	
14.	Repairs and Maintenance Ensure all details are record	ded in full on cheque butts	or cash books		
15.	5. Business Motor Vehicle(s) – from Log Book If you keep a log book during the year, please supply a summary of business and private travel. You need to keep a log book for three months, every three years.				
16.	16. Private Use Adjustments Portion of expenses to be allocated as private:				
		\$	or	%	
	Telephone				
	Power				
	Insurance				
	(please supply a copy of yo	ur policy showing the brea	akdown of pren	niums paid)	
	Produce or Livestock (taken for own use)				
17.	17. Legal Statements During the year did you have any transactions relevant to your farm with your Solicitor? If so, please attach all legal statements covering the transactions (other than personal				
	matters). If you do not have	e these statements please	obtain a copy	from your Solicitor).	
В.	Have there been any chan	ges in nature of your bu	siness since	last BALANCE DATE?	
В.		nges in nature of your but se give details of change:			

C.	HAVE YOU RAISED OR REPAID ANY LOANS / MORTGAGES DURING THEY YEAR? If so, please provide details:			
	Please supply copies of solic	itors' statements, loan documents and	d bank statements.	
	Please also supply details of lat demand for Land and Buildings	est Government Valuation and/or a copy owned and used in business activities.	of a rates	
D.	OTHER DETAILS Please provide any other relevant	ant information:		
E.	E. TERMS OF ENGAGEMENT I confirm that there is no change in circumstances that requires an update of our Terms of Engagement. copy of the Terms of Engagement is available on our website.			
	CLIENT'S SIGNATURE:		DATE:	
			DATE:	
	REVIEWED BY:		DATE:	