

**INFORMATION QUESTIONNAIRE FOR FARMING FINANCIAL STATEMENTS FOR
2018 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. 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 during the year

Proceeds received but not paid into your farm account or stock firm e.g. dogs, crutching, slink skins, rebate cheques – attach a list.

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 employees that you provide meals and accommodation for and the number of weeks applicable.

13. Fixed Assets

Attach a list of assets purchased and / or sold during the year:

Please provide copies of: Sale and Purchase Agreements
 Hire Purchase Agreements
 Solicitors Settlement Statements
 Valuations (e.g. Rates Demands, Valour's Reports etc)

14. Repairs and Maintenance

Ensure all details are recorded in full on cheque butts or cash books.

15. 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. Private Use Adjustments

Portion of expenses to be allocated as private:

	\$	or	%
Telephone
Power
Insurance
(please supply a copy of your policy showing the breakdown of premiums paid)			
Produce or Livestock (taken for own use)

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 these statements please obtain a copy from your Solicitor).

B. Have there been any changes in nature of your business since last BALANCE DATE?

Yes / No If yes, please 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 solicitors' statements, loan documents and bank statements.

Please also supply details of latest Government Valuation and/or a copy of a rates demand for Land and Buildings owned and used in business activities.

D. OTHER DETAILS

Please provide any other relevant information:

.....
.....
.....
.....
.....
.....
.....
.....
.....

E. TERMS OF ENGAGEMENT

I confirm that there is no change in circumstances that requires an update of our Terms of Engagement. A copy of the Terms of Engagement is available on our website.

CLIENT'S SIGNATURE: DATE:

..... DATE:

REVIEWED BY: DATE:

LIVESTOCK ON HAND

SHEEP

Numbers

Ewe Hoggets
Ram & Wether Hoggets
Two Tooth Ewes
Mixed Age Ewes (3 & 4 yrs)
Rising 5 Year & Older Ewes
Mixed Age Wethers
Breeding Rams
.....
.....

Totals

Lambs Bred / Tailed
Ewes to Ram
Sheep Killed - for dogs
- for own use
Known deaths - Lambs
- Other sheep

SHEEP NUMBERS RECONCILIATION
(We recommend that farmers complete this)

Opening Numbers (as supplied by you last year)	
Add: Purchases during the Year	
Lambs Bred / Tailed	<u>.....</u>	
		<u>.....</u>
Subtotal A		(A) <u>.....</u>
Less: Total Sheep sold during the Year	
Sheep Killed	
Known Deaths	
Closing stock numbers (from above)	<u>.....</u>	
Subtotal B		(B) <u>.....</u>
Unaccounted for and missing		<u>.....</u>

LIVESTOCK ON HAND

CATTLE

Please state whether beef cattle or dairy cattle (circle one)
 Please state breed (e.g. Jersey, Friesian etc.)

.....

Numbers

Rising 1 year heifers
Rising 2 year heifers
Mixed Age cows
Rising 1 year steers and bulls] Show steers
Rising 2 year steers and bulls] and bulls
Rising 3 year steers and bulls] separately
Breeding Bulls
.....
.....

Totals

.....

Calves Bred
Cows to Bull
Cattle Killed - for dogs
- for own use
Known deaths - Calves
- Other Cattle

CATTLE NUMBERS RECONCILIATION
(We recommend that farmers complete this)

Opening Numbers (as supplied by you last year)
Add: Purchases during the Year	
Calves Bred	<u>.....</u>	<u>.....</u>
Subtotal A		(A)
Less: Total Cattle sold during the Year	
Cattle Killed	
Known Deaths	
Closing stock numbers (from above)	<u>.....</u>	
Subtotal B		(B) <u>.....</u>
Unaccounted for and missing		<u>.....</u>

LIVESTOCK ON HAND

DEER

Numbers

Please state breed (e.g. Wapiti, Red etc.)

.....

Rising 1 year hinds
Rising 2 year hinds
Mixed Age hinds
Rising 1 year stags
Rising 2 year and older stags (non-breeding)
Breeding Stags
.....
.....

Totals

.....

Fawns Bred
Hinds to Stag
Deer Killed - for dogs
- for own use
Known deaths - Fawns
- Other Deer

**DEER NUMBERS RECONCILIATION
(We recommend that farmers complete this)**

Opening Numbers (as supplied by you last year)
Add: Purchases during the Year	
Fawns Bred	<u>.....</u>	<u>.....</u>
Subtotal A		(A)
Less: Total Deer sold during the Year	
Deer Killed	
Known Deaths	
Closing stock numbers (from above)	<u>.....</u>	
Subtotal B		(B) <u>.....</u>
Unaccounted for and missing		<u>.....</u>

LIVESTOCK ON HAND

GOATS

Please state breed (e.g. Cashmere, Angora, milking etc.)

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Rising 1 year does
Mixed Age does
Rising 1 year bucks (non - breeding / wethers)
Bucks (non - breeding / wethers over one year)
Breeding Bucks
.....
.....

Totals

.....

Kids Bred
Does to Buck
Goats Killed - for dogs
- for own use
Known deaths - Kids
- Other Goats

**GOAT NUMBERS RECONCILIATION
(We recommend that farmers complete this)**

Opening Numbers (as supplied by you last year)	
Add: Purchases during the Year	
Kids Bred	<u>.....</u>	<u>.....</u>
Subtotal A		(A)
Less: Total Goats sold during the Year	
Goats Killed	
Known Deaths	
Closing stock numbers (from above)	<u>.....</u>	
Subtotal B		(B)
Unaccounted for and missing		<u>.....</u>

LIVESTOCK ON HAND

PIGS

Numbers

Breeding sows less than one year of age
Breeding sows over one year of age
Breeding Boars
Weaners less than 10 weeks of age (excl. sucklings)
Growing pigs 10 - 17 weeks of age (porkers / baconers)
Growing pigs over 17 weeks of age (baconers)
.....
.....

Totals

Weaners Bred
Sows to Boar
Pigs Killed - for dogs
- for own use
Known deaths - Weaners
- Other Pigs

PIG NUMBERS RECONCILIATION
(We recommend that farmers complete this)

Opening Numbers (as supplied by you last year)	
Add: Purchases during the Year	
Weaners Bred	<u>.....</u>	<u>.....</u>
Subtotal A		(A)
Less: Total Pigs sold during the Year	
Pigs Killed	
Known Deaths	
Closing stock numbers (from above)	<u>.....</u>	
Subtotal B		(B)
Unaccounted for and missing		<u>.....</u>

OTHER LIVESTOCK (Ostriches, Emus, etc)

Details of Type / Breed / Age

**Numbers on Hand
At Balance Date**

.....
.....
.....
.....
.....
.....

BLOODSTOCK ON HAND

1. STALLIONS

List the name of stallion shares purchased and cost excluding GST.

Name	No of shares	Cost (GST excl)
.....	\$.....
.....	\$.....

List the name of stallion shares sold and selling price excluding GST.

Name	No of shares	Sale Price (GST excl)
.....	\$.....
.....	\$.....

2. BROODMARES

List names of broodmares purchased:

List names of broodmares sold:

Name	Cost (GST excl)	Name	Cost (GST excl)
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....
.....	\$.....	\$.....

List ages of broodmares:

Name	Age / Year Born	Name	Age/ Year Born
.....
.....

3. PURCHASES OF BLOODSTOCK

Name	Price (GST excl)	Sex	Age	Breeding
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

4. SALES OF BLOODSTOCK

Name	Price (GST excl)	Sex	Age	Breeding	NZ Buyer	Stay in NZ
.....	\$.....	Yes/No	Yes/No
.....	\$.....	Yes/No	Yes/No
.....	\$.....	Yes/No	Yes/No
.....	\$.....	Yes/No	Yes/No

5. FOALS BORN

Name	Name of Stallion	Name of Broodmare	Service Fee	Description (Sex, Colour etc)
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

6. DEATHS

Name / Breeding	Name / Breeding
.....