

**INFORMATION QUESTIONNAIRE FOR FARMING FINANCIAL STATEMENTS FOR
2020 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)**

GENERAL

- 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 showing the address of Bank and Contact Person:

.....

.....

e) If my return results in a refund due, I would like the refund:

- i. sent to me in full
- ii. used to offset my Provisional Tax liability
- iii. applied towards my Accountancy Fees

| |
|--|
| |
| |
| |

(Please tick one)

CAN 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 Projection

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 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:

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

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.)

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| | |
|--|-------|
| 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

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| | |
|------------------------|-------|
| 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

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| | |
|-------------------------|-------|
| 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) <u>.....</u> |
| Unaccounted for and missing | | <u>.....</u> |

OTHER LIVESTOCK (Ostriches, Emus, etc)

Details of Type / Breed / Age

**Numbers on Hand
At Balance Date**

| | |
|-------|-------|
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| | |

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 |
|-----------------|-----------------|
| | |