

**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)**

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:

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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: