

## 2024 Farming Questionnaire

	Ensure this questionnaire is compl	eted and included w	vith your i	records
Phone:		Client Name:		
Email:		Balance Date:		
l outhous	ENGAGEMENT ST			uting boois and
associate informatic accept re- you. You persons/o informatic	se you to prepare Financial Statements of Tax Returns to comply only with the recon and records I have supplied to you. I advise sponsibility for the accuracy and completened are authorised to communicate with the organisations (including the Inland Revenuen as you may require in order to carry out the terms of Engagement are set out in the letter	uirements of the Ir ise you not to comp ess of all records an appropriate Banke e for all tax types e above engagemen	ncome Ta plete an a nd informa ers, Solid o) to obta nts.	ax Act from the udit or review. I ation supplied to citors and other ain such further
This che	cklist must be signed and returned to the k. Please ensure all points which apply t		ve can c	ommence your
Record	s Required		1	Comments
ACCOUNT	TING RECORDS		<del></del>	
<ul><li>Acces financi</li><li>Copy</li></ul>	use a computerised accounting product, please ps to cloud based systems or back-up disk at the estal year.  of bank reconciliation as at balance date for all back	end of nk accounts.		
<ul><li>the foll</li><li>Transabalan</li><li>Non X</li></ul>	Bank statement for year for all bank accounts plus lowing month. action listing for accounts payable and accounts rece date. ero, MYOB, Banklink & Cashmanager cashbooks	eceivable as at		
Repor	s for the year-end Trial Balance and the Accounts ts for the full year.	Details		
	's statements. ets or stock sale advice notes, including Pool rete	ntion, and	 	

Records Required	1	Comments
Where no electronic accounting product is supplied, please provide and		Comments
include one month past balance date:		
Bank statements including any savings account or term deposit		
showing the nature of each payment/deposit.		
g		
Where you supply a paper cashbook, please provide and include one month		
past balance date:		
<ul> <li>Cashbook, written up, analysed and reconciled to the bank statements</li> </ul>		
monthly.		
Bank statements including any savings account or term deposit		
showing the nature of each payment/deposit.		
INTEREST & DIVIDEND CERTIFICATES		
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Supply copies of certificates.		
Cupply copies of continuates.		
CAPITAL EXPENDITURE		
Attach details of assets purchased or sold during the year such as motor		
vehicles, plant and equipment and properties. Where applicable please		
provide the following details:		
Copy of tax invoices		
Hire Purchase or loan agreements		
Lease agreements		
All legal statements and agreements		
Trade-in details		
Lost, stolen or scrapped items		
CASH RECEIVED NOT BANKED/CASH PAYMENTS		
CASH RECEIVED NOT BANKED/CASH PATMENTS		
Were all takings banked into your business account? If no,		
supply details. YES/NO		
,		
ACCOUNTS PAYABLE (CREDITORS)		
Supply a list of amounts owing by you at balance date or mark your cheque butts for the period after balance date with S/C to indicate amounts owing for		
previous year's goods and services. Supply details of any amounts still		
owing after last cheque butt provided. (Please indicate if GST included).		
owing after last offeque butt provided. (Flease indicate if GOT included).		
ACCOUNTS RECEIVABLE (DEBTORS)		
Advise the amount owing to you at Balance Date. \$ GST incl.		
Provide computer listing (if applicable) of customer balances agreeing to		
this total, ensuring this report is run at the same time as your year-end		
bank reconciliation.  Note that bad debt accounts must be written off your debtor records by		
year-end to be claimable.		
year end to be claimable.		
GOODS AND SERVICES TAX (GST)		
Supply copies of all GST Returns for the year including the Return after		
balance date, and supporting calculations or worksheets.		
UNUSED FARM STORES (IF TOTAL EXCEEDS \$58,000)		
UNUSED FARM STORES (IF TOTAL EXCEEDS \$50,000)		
Advise details and value of any stores not used at balance date (e.g.		
fencing materials, fertiliser etc) GST exclusive		
\$		

Records Required	1	Comments
WOOL AND CASH CROPS		
List description and value of wool and crops on hand at balance date GST inclusive.		
GOODS TAKEN FOR OWN USE		
Supply details of goods/services produced or paid by the business and taken for private use.		
EXPENSES PAID IN CASH OR FROM PERSONAL FUNDS		
Please provide a list if applicable.		
ENTERTAINMENT EXPENDITURE		
Only 50% of some entertainment expenditure is deductible. To enable the correct deduction to be claimed, please ensure sufficient records are supplied so that expenditure to the limitation may be readily identified.		
MOTOR VEHICLES - Please provide either option (a) or (b)		
Option (a) The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:  Vehicle Description:		
Business km		
Total km		
Percentage business km		
Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.		
Option (b) You can claim a rate per kilometre without any receipts provided you have kept a diary record of the business trips (kms incurred). Please provide your total business kms incurred if you wish to use this option.		
Hybrid/Petrol/Diesel Vehicle km		
Electric Vehicle km		
MORTGAGE AND LOAN ACCOUNTS		
Supply mortgage and bank loan statements etc.		
LEGAL TRANSACTIONS		
Copies of Solicitors' statements for all business related transactions.		
INSURANCE		
Please supply a copy of the premium schedules/invoices to enable a separation of private premium costs from deductible premiums.		
INDEPENDENT EARNER TAX CREDIT		
If you expect to have an annual income between \$24,000 and \$48,000 you may be entitled to this tax credit.		
This tax credit cannot be claimed if you receive an income tested benefit, Working for Families Tax Credits, Veteran's Pension or NZ Superannuation. If you have received any of these benefits for any part of the year please advise the period that they were received.		

Records Required	1	Comments
TAX REFUNDS		
You may be entitled to an income tax refund. Inland Revenue will deposit the refund into your bank account so please supply your bank account number.		
FOREIGN SOURCED INCOME		
Do you have Foreign Sourced Income (including superannuation)? Please provide details.		
TRUSTEE OF A FOREIGN TRUST OR ESTATE		
Are you a trustee of a Foreign Trust or Estate? If so we may require additional information later		

Don't forget to sign on front page

## **2024 LIVESTOCK ON HAND**

Please enter the figure for livestock on hand at your Balance Date

(A)	SHEEP	FLOCK	STUD
	Ewe hoggets (lambs)		
	Ram/wether hoggets (lambs)		
	Two tooth ewes		
	Rising 3 & 4 yr ewes		
	Rising 5 year & older ewes		
	Mixed age wethers		
	Breeding rams		
	TOTAL SHEEP ON PROPERTY		
	NO. LAMBS DOCKED during last spring		
	Deaths & missing (all classes)		

(B)	CATTLE	BEEF	FRIESIAN	JERSEY
				DAIRY
	Rising 1 year heifers			
	Rising 2 year heifers			
	Mixed age cows			
	Rising 1 year steers & bulls			
	Rising 2 year steers & bulls			
	Rising 3 year & older steers & bulls			
	Breeding bulls			
	TOTAL CATTLE			
	NO. CALVES BORN during year			
	Deaths & missing (all classes)			

(C) DEER	RED DEER	OTHER BREEDS	(D) PIGS	
Rising 1 year hinds			Br sows under 1 year	
Rising 2 year hinds			Br sows over 1 year	
Mixed-age hinds			Br boars	
Rising 1 year stags			Weaners less than 10 weeks	
Rising 2 year & older (non breeding)			Growers 10 – 17 weeks	
Breeding stags			Baconers over 17 weeks	
TOTAL DEER				
NO. FAWNS BORN during year				
Deaths & missing (all classes)				