



COOK NORTH & WONG LIMITED
CHARTERED ACCOUNTANTS

2024 Farming Questionnaire

Ensure this questionnaire is completed and included with your records

Phone:		Client Name:	
Email:		Balance Date:	

ENGAGEMENT STATEMENT

I authorise you to prepare Financial Statements on a Special Purpose reporting basis and associated Tax Returns to comply only with the requirements of the Income Tax Act from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you. You are authorised to communicate with the appropriate Bankers, Solicitors and other persons/organisations (including the Inland Revenue for all tax types) to obtain such further information as you may require in order to carry out the above engagements.

Our full Terms of Engagement are set out in the letter which you have previously signed.

Date

Signed

This checklist must be signed and returned to this office before we can commence your 2024 work. Please ensure all points which apply to you are completed before arranging an interview with us.

Records Required	/	Comments
ACCOUNTING RECORDS		
Where you use a computerised accounting product, please provide:		
• Access to cloud based systems or back-up disk at the end of financial year.	<input type="checkbox"/>	
• Copy of bank reconciliation as at balance date for all bank accounts.	<input type="checkbox"/>	
• Final Bank statement for year for all bank accounts plus statements for the following month.	<input type="checkbox"/>	
• Transaction listing for accounts payable and accounts receivable as at balance date.	<input type="checkbox"/>	
• Non Xero, MYOB, Banklink & Cashmanager cashbooks – supply paper reports for the year-end Trial Balance and the Accounts Details Reports for the full year.	<input type="checkbox"/>	
Stock Firm's statements.	<input type="checkbox"/>	
Killing sheets or stock sale advice notes, including Pool retention, and surplus payout notices.	<input type="checkbox"/>	
Farmlands monthly statements, invoices etc	<input type="checkbox"/>	

Records Required	/	Comments
<p>Where no electronic accounting product is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> Bank statements including any savings account or term deposit showing the nature of each payment/deposit. <p>Where you supply a paper cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> Cashbook, written up, analysed and reconciled to the bank statements monthly. Bank statements including any savings account or term deposit showing the nature of each payment/deposit. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>INTEREST & DIVIDEND CERTIFICATES</p> <p>Supply copies of certificates.</p>	<input type="checkbox"/>	
<p>CAPITAL EXPENDITURE</p> <p>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:</p> <ul style="list-style-type: none"> Copy of tax invoices Hire Purchase or loan agreements Lease agreements All legal statements and agreements Trade-in details Lost, stolen or scrapped items 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>CASH RECEIVED NOT BANKED/CASH PAYMENTS</p> <p>Were all takings banked into your business account? If no, supply details. YES/NO</p>	<input type="checkbox"/>	
<p>ACCOUNTS PAYABLE (CREDITORS)</p> <p>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).</p>	<input type="checkbox"/>	
<p>ACCOUNTS RECEIVABLE (DEBTORS)</p> <p>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.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>GOODS AND SERVICES TAX (GST)</p> <p>Supply copies of all GST Returns for the year including the Return after balance date, and supporting calculations or worksheets.</p>	<input type="checkbox"/>	
<p>UNUSED FARM STORES (IF TOTAL EXCEEDS \$58,000)</p> <p>Advise details and value of any stores not used at balance date (e.g. fencing materials, fertiliser etc) GST exclusive \$.....</p>	<input type="checkbox"/>	

Records Required	/	Comments
<p>TAX REFUNDS</p> <p>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.</p>	<input type="checkbox"/>	
<p>FOREIGN SOURCED INCOME</p> <p>Do you have Foreign Sourced Income (including superannuation)? Please provide details.</p>	<input type="checkbox"/>	
<p>TRUSTEE OF A FOREIGN TRUST OR ESTATE</p> <p>Are you a trustee of a Foreign Trust or Estate? If so we may require additional information later</p>	<input type="checkbox"/>	

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)				