Financial Statements Farm Questionnaire – 2018

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	Business : «Tel» Cellular:
Balance Date		Fax:	
		Email:	

Terms of Engagement

I/We hereby instruct Lawson Avery Ltd to prepare my/our Financial Statements and Taxation Returns for the year/period ending [balance month] 2018. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature _____ Date _____

IRD requires that a bank account be provided for any refunds as they will be no longer issuing cheques, Please advise account details below.

Account Name : _____

Account Number: _____-_____-_____-_____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes ☐ No ☐ (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Has the nature of your business changed in any way during the past 12 months?
If yes, please provide brief details:

_____

_____

_____

Records Required	✓	Comment
Bank Statements, Cheque butts, Cash books, etc Where **no Cashbook** is supplied, please provide and **include one month past** balance date: ▪ Bank statements including any savings account or term deposit ▪ Cheque & Deposit butts showing the nature of each payment/deposit ▪ Receipt books. Make sure any items not for business sales are clearly marked ▪ Suppliers' invoices filed in cheque number order, include Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents Where you supply a **written Cashbook**, please provide and **include one month past** balance date: ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly ▪ Bank statements including any savings account or term deposit ▪ Cheque & Deposit butts showing the nature of each payment/deposit ▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents Where you supply a **computerised Cashbook**, please provide: ▪ Backup file as at the end of financial year or email files to us ▪ Copy of Bank Reconciliation as at balance date for all bank accounts ▪ Final Bank Statement for year for all bank accounts ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date ▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	**We prefer backup files to be emailed or supplied on a USB stick.**
Loan Statements Supply a copy of any loan transaction statements for the financial year up to your balance date.	☐	
Employer – Wages paid to Employees Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. **OR** Send a copy of your Employer Monthly Deduction Schedules (IR 348).	☐ ☐	
Fringe Benefit Tax (FBT) Returns Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	☐	
Goods & Services Tax (GST) Returns ▪ Please supply your copies of Goods & Services Tax (GST) returns and work papers	☐	
Interest and Dividend Certificates Supply copies of certificates.	☐	
Accounts Receivable (Debtors) – see attached Schedule 1 All accounts or amounts owing to you at balance date should be scheduled. **Exclude** bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. **Note:** Include any dairy statements, which are receivables in the month following balance date.	☐	Total at Balance Date: $_____ GST **Included** ☐ **Excluded** ☐

Accounts Payable (Creditors) – see attached Schedule 2 All accounts or amounts owing by you at balance date, including amounts on deferred payment, should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.	☐	Total at Balance Date: $_____ GST **Included** ☐ **Excluded** ☐
Cash Income Not Banked During Year Proceeds received but not paid into your bank account or stock firm.	☐	_____ $ _____ _____ $ _____
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: ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices	☐ ☐ ☐ ☐ ☐ ☐ ☐	
Development Expenditure Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project. Please provide full details if you have undertaken any work of this type.	☐	
Emissions Trading Scheme (Forestry) Please provide full details of ▪ Emission units (NZUs) received ▪ Emission units (NZUs) sold ▪ NZ emission unit register account ledger report ▪ The title and area of the land that the NZUs relate to	☐	
Legal and Loan Documents Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.	☐	
Business Expenses There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements	☐ ☐ ☐	
Rental and Leased Property Please complete attached rental questionnaire	☐	
Livestock on Hand –Schedule 3, Livestock Sheet A schedule has been enclosed. Please complete and attach.	☐	

Consumables on Hand

IF the value of total unused consumables on hand at balance date exceeds $58,000, please provide full details. ☐

This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.

Please estimate the cost (Excluding GST) of consumables on hand	**$**
Petrol, Diesel & Oil	_____
Fencing Materials	_____
Water Piping & other items held for water system repairs	_____
Dairy Shed Supplies (Cleaning Products, Teat Spray etc)	_____
Shearing Shed Supplies	_____
Animal Health Products (e.g. drench, dip, mastitis treatment products)	_____
_____	_____
Other farm stores	_____
Fertiliser	_____
Purchased Stock Feed (at cost):	_____
Hay	_____
Silage	_____
Maize Silage	_____
Grain	_____
Palm Kernel	_____
Other	_____
Total Cost	**$**_____

Unsold Produce

Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops. ☐

Category	**Quantity**		**Estimated Value (Excl GST)**
Wool	_____	kg	$ _____
Timber	_____		_____
Hay	_____	Tonnes dry matter	_____
Silage	_____	Tonnes dry matter	_____
Grain	_____	Tonnes	_____
	_____		_____
Honey	_____	kg	_____
Firewood	_____		
Other Produce, Harvested Crops & Fruit			
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
Total Value			**$**_____

Private Use Value of goods taken for private use at their market value.	☐	**$** _____ GST **Included** ☐ **Excluded** ☐
Expenses paid in Cash or from Personal Funds Please provide a list if applicable.	☐	
Motor Vehicles The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: **Vehicle Description** _____ **Vehicle Description** _____ Business _____km Business _____km Total _____km Total _____km Percentage Business _____% Percentage Business _____% ▪ 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. ▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____ _____	☐	

Mixed Use Holiday Home
Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes ☐ No ☐

NB: If yes we will contact you for additional; information we will require

Thank you for completing this questionnaire
Don't forget to sign it

Schedule 1 – Accounts Receivable (Debtors)
Amounts owing to you at the end of «Balance_Month» 2018

Client Name	**«Mailing_Name»**

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	

Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at the end of «Balance_Month» 2018

Client Name	**«Mailing_Name»**

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	