

Financial Statements Farm Questionnaire – 2019

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	Business : 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 2019. 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 <input type="checkbox"/> No <input type="checkbox"/> (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
<p>Bank Statements, Cheque butts, Cash books, etc</p> <p>Where no Cashbook 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 ▪ 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 <p>Where you supply a written 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 ▪ Cheque & Deposit butts showing the nature of each payment/deposit ▪ Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>We prefer backup files to be emailed or supplied on a USB stick.</p>
<p>Loan Statements</p> <p>Supply a copy of any loan transaction statements for the financial year up to your balance date.</p>	<input type="checkbox"/>	
<p>Employer – Wages paid to Employees</p> <p>Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD.</p> <p>OR</p> <p>Send a copy of your Employer Monthly Deduction Schedules (IR 348).</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p>Fringe Benefit Tax (FBT) Returns</p> <p>Supply copies of Fringe Benefit Tax (FBT) returns and work papers.</p>	<input type="checkbox"/>	
<p>Goods & Services Tax (GST) Returns</p> <ul style="list-style-type: none"> ▪ Please supply your copies of Goods & Services Tax (GST) returns and work papers 	<input type="checkbox"/>	
<p>Interest and Dividend Certificates</p> <p>Supply copies of certificates.</p>	<input type="checkbox"/>	
<p>Accounts Receivable (Debtors) – see attached Schedule 1</p> <p>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.</p> <p>Note: Include any dairy statements, which are receivables in the month following balance date.</p>	<input type="checkbox"/>	<p>Total at Balance Date:</p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>

<p>Accounts Payable (Creditors) – see attached Schedule 2</p> <p>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.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<p>Cash Income Not Banked During Year</p> <p>Proceeds received but not paid into your bank account or stock firm.</p>	<input type="checkbox"/>	<p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p>
<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"> ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices 	<input type="checkbox"/> 	
<p>Development Expenditure</p> <p>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.</p>	<input type="checkbox"/>	
<p>Emissions Trading Scheme (Forestry)</p> <p>Please provide full details of</p> <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/>	
<p>Legal and Loan Documents</p> <p>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.</p>	<input type="checkbox"/>	
<p>Business Expenses</p> <p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 	<input type="checkbox"/> 	
<p>Rental and Leased Property</p> <p>Please complete attached rental questionnaire</p>	<input type="checkbox"/>	
<p>Livestock on Hand –Schedule 3, Livestock Sheet</p> <p>A schedule has been enclosed. Please complete and attach.</p>	<input type="checkbox"/>	

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

Wool _____ kg

Timber _____

Hay _____ Tonnes dry matter

Silage _____ Tonnes dry matter

Grain _____ Tonnes

Honey _____ kg

Firewood _____

Other Produce, Harvested Crops & Fruit

Total Value

**Estimated Value
(Excl GST)**

\$

\$

<p>Private Use Value of goods taken for private use at their market value.</p>	<input type="checkbox"/>	<p>\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
<p>Expenses paid in Cash or from Personal Funds Please provide a list if applicable.</p>	<input type="checkbox"/>	
<p>Motor Vehicles The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description _____ Vehicle Description _____</p> <p>Business _____ km Business _____ km Total _____ km Total _____ km Percentage Business _____ % Percentage Business _____ %</p> <ul style="list-style-type: none"> ▪ 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: _____ _____ 	<input type="checkbox"/>	
<p>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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>NB: If yes we will contact you for additional; information we will require</p>		

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

Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at the end of 2019

Client Name	
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Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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