

Farming Information Questionnaire



It is a requirement of the Inland Revenue Department that this questionnaire must be complete in full, signed and dated by the client.

The firm is mindful of providing efficient and cost effective service. Fees are charged on a time basis, therefore a well ordered submission of all data will enable us to complete your financial accounts with the minimum of delay.

Would you please complete the questionnaire in full and sign as requested. We are unable to start your work until these tasks have been completed

Farming Questionnaire

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HFK LIMITED

FARMING INFORMATION QUESTIONNAIRE

CHECKLIST

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- 2. Bank Statements
- 3. Deposit Books/Butts
- 4. Goods & Services Tax - Returns & Workings
- 5. Fringe Benefit Tax
- 6. Day Book
- 7. Cash Book
- 8. Hire Purchase Agreements
- 9. Legal Documents / Loan Documents
- 10. Sundry Creditors (Accounts Payable)
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- 12. Wool and Produce on Hand
- 13. Cash on Hand
- 14. Assets Sold
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- 16. Use of Home/Office
- 17. Vehicles Private Use
- 18. Interest and Dividend Advice Notices
- 19. Schedule of Sundry Creditors
- 20. Schedule of Sundry Debtors
- 21. Schedule of Unpresented Cheques
- 22. Livestock on Hand
- 23. Cash Manager Disk
- 24. General Information
- *** Has this Questionnaire been signed? (Last page)

1. **Cheque Butts**

- (a) Every butt used for full year.
- (b) Butts entered with clear details including GST content and items split where the cheque includes more than one expense category.
- (c) Plant, vehicles etc fully detailed.
- (d) Personal cheques clearly labelled.
- (e) Livestock purchases to record quantities and categories of livestock.

2. **Bank Statements**

- (a) All bank statements including subsidiary accounts/loans etc.
- (b) Include notification of balance(s) of Term Loan(s) as at Balance Date and interest paid for the twelve month period
- (c) Copy of bank statement covering month after balance date

3. **Deposit Books/Bank Pay in Books**

- (a) All special bankings noted clearly. Very important
- (b) All non taxable/personal contributions clearly labelled.
- (c) Livestock sales to also record quantities and categories of livestock.
- (d) Wool and produce sales to also include weights.

4. **Goods & Services Tax**

Copies of all GST returns filed with **working papers**.

5. **Fringe Benefit Tax**

Please supply copies of all FBT returns for the year.

(Don't forget the GST adjustment required for FBT when you complete your regular GST 101 form.)

6. **Day Book** (If you use one)

- (a) Does it cover a full year?
- (b) All special items clearly marked.
- (c) Are the takings less cash payments reconciled to the actual bankings?
- should be.

7. **Cash Book** (If you use one)
 - (a) Should be reconciled to the bank account monthly.
 - (b) All columns to be totalled.

8. **Hire Purchase Agreements**
 - (a) Please supply a copy of all agreements.

9. **Legal Documents / Loan Documents**
 - (a) Please supply relevant details, invoices and settlement statements.
 - (b) Please supply all loan documentation.

10. **Sundry Creditors /Accounts Payable** (Amounts Owing **by** You)
 - (a) Refer note 19 to complete.
Please attach additional schedule in the same format if required.
 - (b) Full list please, showing the full nature of the account - narrated GST inclusive or exclusive.
 - (c) Don't forget to include PAYE at the end of the financial year, (payable 20th of month following) in your list.
 - (d) Accounts incurred prior to balance date, but paid after balance date to be clearly marked on the cheque butt.
 - (e) The respective balance date statements and invoices to be supplied.

11. **Sundry Debtors/Accounts Receivable** (Amounts Owing **to** You)
 - (a) Refer note 20 to complete.
 - (b) Full list please - narrated GST inclusive or exclusive.
 - (c) Bad Debts to be claimed **must be written off** your Debtors Ledger before balance date. We recommend a cheque transfer to record this.

12. **Wool and Produce on Hand as at Balance Date**

Should be taken at balance date and adequate records retained to substantiate this figure.

	<i>Please Circle</i>	Quantity Kg	Value		<u>Total</u>
Barley	Feed / Sale	x	\$	per kg	\$
Oats	Feed / Sale	x	\$	per kg	\$
Ryegrass	Feed / Sale	x	\$	per kg	\$
Small Seed	Sale	x	\$	per kg	\$
Wheat	Sale	x	\$	per kg	\$
Wool	Sale	x	\$	per kg	\$

13. **Cash on Hand**

(a) Should include cash sales prior to balance date but not banked until after balance date.

\$
=====

(b) Cash Float(s)

\$
=====

14. **Assets Sold**

Where appropriate include settlement statement, copy of invoice if traded in, and advise where funds banked.

Date Sold	To Whom	Description of Assets Sold	Sale Price	
			GST Incl.	GST Excl.

15. **Assets Purchased**

Where appropriate include settlement statements, hire purchase agreements, copy of relevant invoices, and details of trade-in.

Date Purchased	From Whom	Description of Assets Purchased	Cost Price	
			GST Incl.	GST Excl.

16. **Use of Home/Office**

If your home is used for business purposes, part of the costs can be claimed:

Electricity:	\$	Total Area of Office:	
Insurance of House	\$	Total Area of House:	
Interest on Mortgage	\$	(Must be consistent with last year's area if house retained)	
Rates	\$	Cost of Property:	\$
Repairs to Study/Office:	\$	Date of Purchase:	
If renting, total rent for the year	\$	Latest Government Valuation	\$
(Costs are for the twelve month period.)		(Submit copy of latest Rate Demand)	

17. **Vehicles Private Use**

State proportion or give relevant details from your log book.

Business:km

Total for Yearkm

Important: These figures should be updated every three years by keeping a vehicle log book for a three month period.

18. **Interest and Dividend Advice Notices**

Note: This relates to interest and dividends received on behalf of the farming enterprise. Any interest or dividends received in a personal capacity should be included on the yellow coded questionnaire form.

Interest - please supply all IR15 Advice Notices

Name of Payer	Gross	Resident Withholding Tax	Net

22. **Livestock on Hand**

Sheep

	Numbers
	Sheep Owned/...../20....
Sale Lambs	
Ewe Hoggets	
Ram Hoggets	
Wether Hoggets	
Two Tooth Ewes	
Mixed Age Ewes (Rising 3 & 4 year old ewes)	
Rising 5 year old and older ewes	
Mixed Age Wethers	
Breeding Rams	
Total:	[A]

Reconciliation

		<u>Numbers</u>
Opening Livestock		
Plus Livestock Bred - Ewe Lambs		
- Ram Lambs		
Purchases		
Less Deaths		
Killed for Rations		
Home Use		
Sales		
Closing Livestock	[B]	

Total **[A]** should equal Total **[B]**

Notes:

Please ensure that an accurate count is completed at your balance date.

Please ensure that you include stock which you own regardless of where the stock is located - special care if livestock sold just prior to year end.

Please maintain the above classifications.

Livestock on Hand (Continued)

Cattle

	Numbers Cattle Owned/...../20....
Rising One Year Heifers	
Rising Two Year Heifers	
Mixed Age Cows	
Rising One Year Steers	
Rising Two Year Steers	
Rising Three Year and Older Steers	
Rising One Year Bulls	
Rising Two Year Bulls	
Rising Three Year and Older Bulls	
Breeding Bulls	
Total	[A]

Reconciliation

		<u>Numbers</u>
Opening Livestock		
Plus Livestock Bred - Heifer Calves		
- Steer Calves		
- Bull Calves		
Purchases		
Less Deaths		
Killed for Rations		
Home Use		
Sales		
Closing Livestock	[B]	

Total **[A]** should equal Total **[B]**

Notes:

Please ensure that an accurate count is completed at your balance date.

Please ensure that you include stock which you own regardless of where the stock is located - special care if livestock sold just prior to year end.

Please maintain the above classifications

Livestock on Hand (Continued)

Deer

Red Deer/Waipiti, Elk & Related Crossbreeds/Other Breeds
(Cross out that which is not applicable)

	Numbers Deer Owned/...../20....
Rising One Year Hinds	
Rising Two Year Hinds	
Mixed Age Hinds	
Rising One Year Stags	
Rising Two Year & Older Stags (non breeding)	
Breeding Stags	
Total	[A]

Reconciliation

		<u>Numbers</u>
Opening Livestock		
Plus Livestock Bred - Hinds		
- Stags		
Purchases		
Less Deaths		
Killed for Rations		
Home Use		
Sales		
Closing Livestock	[B]	

Total **[A]** should equal Total **[B]**

Notes:

Please ensure that an accurate count is completed at your balance date.

Please ensure that you include stock which you own regardless of where the stock is located - special care if livestock sold just prior to year end.

Please maintain the above classifications

Livestock on Hand (Continued)

Goats

Angora and Angora Crossed (Mohair Producing) / Other Fibre & Meat Producing Goats
 (Cashmere or Cashgora Producing)
 (Cross out that which is not applicable)

	Numbers Goats Owned/...../20....
Rising One Year Does	
Mixed Age Does	
Rising One Year Bucks (non breeding)/ Wethers	
Bucks (non breeding)/Wethers over one year	
Breeding Bucks	
Total	[A]

Further Classification - Milking (Dairy) Goats

	Numbers Goats Owned/...../20....
Rising One Year Does	
Does Over One Year	
Breeding Bucks	
Other Dairy Goats	
Total	[A]

Reconciliation

		<u>Numbers</u>
Opening Livestock		
Plus Livestock Bred		
Purchases		
Less Deaths		
Killed for Rations		
Home Use		
Sales		
Closing Livestock	[B]	

Total **[A]** should equal Total **[B]**

Notes:

Please ensure that an accurate count is completed at your balance date.
 Please ensure that you include stock which you own regardless of where the stock is located - special care if livestock sold just prior to year end.

Please maintain the above classifications.

23. **Cash Manager Users**

For those clients who have installed our computerised CashManager program would you please forward the appropriate disk or e-mail the file to us when all the transactions and bank reconciliations for the financial year have been completed. Please advise which version you are running.

Please ensure you keep a back-up copy of the data files for your own records.

24. **General Information**

(a) Were all takings banked in your business trading bank account.

YES/ NO

If not, please list the amounts not banked but applied:

1. For personal expenditure.
2. For business expenditure (need details).
3. Lodged into other bank accounts (need details).

(b) The cost of personal goods and services included in your monthly business payments (if not detailed on cheque butts).

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

(d) Please advise details of all amounts paid from personal funds for business expenditure.

(e) Any borrowings incurred should be accompanied by the appropriate loan documentation, the reason for the funding and identification as to where the funds were banked.

Terms of Engagement

1. I confirm that I have examined all the matters mentioned above and provided you with all relevant details as requested.

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my Financial Statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud. I agree to you attaching to my Financial Statements your Accountant’s Statement explaining your responsibilities. I acknowledge I will be charged on a time and cost basis.

2. I also accept responsibility for all other records and information supplied to you other than those listed below. I accept responsibility for any failure by me to supply all relevant records and information to you.

Under the terms of the Privacy Act 1993, I acknowledge that you are retaining my name, address and file details for the purposes of preparing the Financial Statements and taxation returns.

Authorisation to Collect Information

From time to time it is more cost efficient for us to contact other parties to obtain information for and on your behalf, subject to the provisions of the Privacy Act 1993.

Examples, are copies of bank statements, details of cheques presented, deposits made, copies of term loan agreements and details of hire purchase agreements, settlement statements, interest and dividend advice notices, IR13 certificates, etc. Costs may be charged direct to you by the agency concerned.

I authorise HFK Limited to request information, which is required for a timely and orderly completion of my Financial Statements, direct from the individual agents concerned.

I acknowledge that I am aware of the purpose for which this information is being collected and disseminated.

Client Name:.....**Date**.....

Signature of Client:.....