Farming Financial Statements Questionnaire – 31 March 2020

Ensure this questionnaire is completed and included with your records

	Please complete for any changes:		
Client Name		Office Phone:	
Balance Date	-	Home Phone:	
		Mobile Phone:	
		Fax:	
		Email:	

To: BWTL Advisory Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020. 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 if anything should 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 all accounts are due for payment by the 20th of the month following invoice date. I/We further 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, ACC 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.

Unless required by legislation or specifically requested by you, we will prepare the financial statements as special purpose reports in accordance with Chartered Accountants of Australia New Zealand Special Purpose Financial Reporting Framework and/or principles contained in the Income Tax Act 2007.

Financial Statements prepared by us will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

Signature	Date
Convenient time to call you is:	
Alternative phone numbers are:	
Would you like us to supply a copy of your financial statements to your bank?	Yes 🗌 No 📃 (Tick One)
Name of bank manager and email address	
Bank account number for IRD refunds	
Has the nature of your business changed in any wa If yes, please provide brief details:	y during the past 12 months? Yes 🗌 No 🗌

Records Required	~	Comment
Bank Statements, Cheque butts, Cash books, etc		
 a). Where <u>no Cashbook</u> 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. 		
	_	
 b). Where you supply a <u>written Cashbook</u>, 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. 		
c). Where you use an accounting software package, please provide:		
 Backup disk as at the end of financial year or email backup 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. 		
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	,	ſ
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		Γ
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.		Total at Balance Date:
NOTE: Include any milk company statements, which are receivables in the month following balance date. Please also supply a copy of your milk company statement at balance date.		GST Included Excluded
Accounts Payable (Creditors) – see attached Schedule 2		r
All accounts or amounts owing by you at balance date 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.		[]
		\$\$

Records Required	✓	Comment
Capital Expenditure	1	
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:	1	
 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	1	
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.		
Legal and Loan Documents	l	
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.		
Livestock on Hand – see attached Schedule 3		
A schedule has been enclosed. Please complete and attach.		
Emissions Trading Scheme		
If you have applied for or purchased carbon credits/or sold carbon credits		
during the year, please provide copies of all documentation.		
Drivete Llee (Oeede 9 Liveeteele)		
Private Use (Goods & Livestock)		
Value of goods taken for private use at their cost price (excluding livestock)		
		\$ GST Included [] Excluded []
Value of goods taken for private use at their cost price (excluding livestock) Livestock taken for own use Quantity Sheep		· _ · · · · · · · · · · · · · · · · · ·
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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 		
Investments	T	I
Term Deposits Please provide:		
 Year end statements for all deposits held by the business at balance date Certificates summarising annual interest earned & RWT deducted 		
Shares Please provide:		
 Details of any share purchases or sales by the business during the year List of shares held in companies at balance date Dividend statements for any dividends received during the year 		
Portfolio Investment Entities (PIES) Please provide:		
 Copies of all distribution summaries received during the year 		
Portfolio Summary & Tax Report		
If you use a financial advisor to manage your investments, please provide a copy of any portfolio summary and tax reports received in respect of the financial year		

Consumables on Hand		
If the value of total unused consumables on hand at balance exceeds \$58,000, please provide full details:		
Estimate the cost (excluding GST) of consumables on hand		
Petrol, diesel & oil		
Fencing materials		
Items held for water system repairs		
Dairy shed supplies		
Shearing shed supplies		
Animal health products		
Other farms stores		
• Fertiliser		
 Purchased stock feed (at cost) (Hay, silage, grain, palm kernel, other feed) 		
	\$	
TOTAL COST:		

Farm House Expense Apportionment (including any attached garage/storage space)		
Please provide the following details:		
Area of house including attached garage/storage space (msq/sqft)		
Area dedicated for business purposes (msq/sqft)		
Area of house with mixed use – used for both business & private purpose (msq / sqft)		

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	Estimated Value (excl. GST)
Wool	
Timber	
Нау	
Silage	
Honey	
Grain	
Other produce	

Mixed Use Holiday Home			
Do you have a property (such as a	holiday home or a bach) that is used privately and a		
If yes, provide details of property:		Yes 🗌 No 🗌	
Was the property empty for 62 days If yes, please complete the following	s in the income year? g section so we can determine the amount of allowa	Yes 🗌 No 🗌 ble deductions.	
Mixed Use Holiday Home - Int	formation Required		
The number of days the property wa	as empty during the income year		
OR where income from any person	used by family or associated persons* during the inc received was less than 80% of market rate tives, or if owned by an entity, persons associated with the		
If there is more than one tenant who	o used the property through the year, please attach	details.	
Name of tenant:			
Relationship to owner (if any):			
Amount of rent they paid: Dates rented (From: To)	\$		
Expenses incurred in respect of the required):	property (the list below is not exhaustive – details of	of all expenses will be	
Cost of advertising for tenants		\$	
Cost of repairing damages caused	by tenants	\$	
Number of days spent in the proper	ty while repairing damages caused by tenants		
Mortgage interest		\$	
Rates		\$	
Insurance		\$	
Repairs/maintenance for general w	ear and tear	\$	
Other (please give details) :			

Book a Bach/Air BnB

Does this entity provide any accommodation via Book a Bach/Air Bnb? Yes \Box No \Box

Residential Land Withholding Tax (RLWT)		
Have you sold residential property in New Zealand where RLWT has been	Yes 🗌 No 🗌	
deducted and paid to IRD? If so, please provide details.		
Residential Property Sales		
Have you sold any residential property during the year?	Yes 🗌 No 🗌	
If yes, when was the property purchased?		

If it was purchased within 5 years of the sale date:

- what was the original purchase price and the sale price? ٠
- •

Thank you for completing this questionnaire Don't forget to sign page 1

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Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2020

Client Name

Name of Debtor	Description of Sale	Code	Net Amount	GST	Total Incl GST

Totala		
Totals		

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2020

Client Name	

Name of Creditor	Description of Goods	Code	Net Amount	GST	Total Incl GST

Totale		
I OTAIS		

Schedule 3 Livestock – Numbers Reconciliation Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2020

Cattle			
Opening S	Stock Numbers		
Add:	Purchased during year		
	Calves Bred		
		Sub Total (A)	
Deduct:	Total Cattle sold	101100001000000000000000000000000000000	
	Closing Stock Numbers		
	Known Deaths and Killed		
		Sub Total (B)	
Unaccour	ited for and Missing (A-B)		

Sheep			
•			
Opening S	tock Numbers		
Add:	Purchased during year		
	Lambs Bred/Docked		
		Sub Total (A)	
Deduct:	Total Sheep Sold		
	Closing Stock Numbers		
	Sheep Killed		
	Known Deaths		
		Sub Total (B)	
Unaccoun	ted for and Missing (A-B)		

Deer			
Opening S	Stock Numbers		
Add:	Purchased during year		
	Fawns Bred		
		Sub Total (A)	
Deduct:	Total Deer Sold		
	Closing Stock Numbers		
	Deer Killed		
	Known Deaths		
		Sub Total (B)	
Unaccoun	ted for and Missing (A-B)		

Goats			
Opening S	Stock Numbers		
Add:	Purchased during year		
	Kids Bred		
		Sub Total (A)	
Deduct:	Total Goats Sold		
	Closing Stock Numbers		
	Goats Killed		
	Known Deaths		
		Sub Total (B)	
Unaccoun	ted for and Missing (A-B)		

Schedule 3 Livestock - Cattle Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2020

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Include stock that you <u>own,</u> regardless of where the stock is located. Do not include stock owned by other people but grazing on your land. ٠

Description			Total Number of Cattle as at	
Beef Breeds and Beef Crosses			31 March 2020	
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:	Bulls:		
Rising two year	Steers:	Bulls:		
Rising three year	Steers:	Bulls:		
Friesian and Jersey	i i	i i	i.	
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:	Bulls:		
Rising two year	Steers:	Bulls:		
Rising three year	Steers:	Bulls:		
	Other Dairy Bro	eeds		
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding bulls				
Rising one year	Steers:	Bulls:		
Rising two year	Rising two year Steers: Bulls:			
Rising three year	Steers:	Bulls:		
Deaths and Losses				
Natural Increase				
Peak Milking Cow Numbers for the last season				
Effective Milking Hectares for the last season				

Schedule 3 Livestock – Sheep Tallies Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2020

Include stock that you <u>own</u>, regardless of where the stock is located.
Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep as at
Ohaan	31 March 2020
Sheep	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
TOTAL	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	

Wool	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

Schedule 3 Livestock – Deer Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2020

Include stock that you <u>own,</u> regardless of where the stock is located. Do not include stock owned by other people but grazing on your land. ٠

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	Number of Dee
Description	as at
	31 March 2020
Red & Wapiti Deer	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
TOTAL	
Fawns bred during the year	
Deaths and Losses	

Number of Deer
as at 31 March 2020
01 Maron 2020

Schedule 3 Livestock - Goat Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2020

- Include stock that you <u>own</u>, regardless of where the stock is located.
 Do not include stock owned by other people but grazing on your land.

	Number of
Description	Goats as at
	31 March 2020
Angora and Angora Crosses (Mohair producing)	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non-breeding)/wethers over one year	
Breeding bucks	
TOTAL	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at	
•	31 March 2020	
Other Fibre and Meat Producing Goats (Cashmere or Cashgora producing)		
Rising one year does		
Mixed age does		
Rising one year bucks (non breeding)/wethers		
Bucks (non breeding)/wethers over one year		
Breeding bucks		
TOTAL		
Deaths and Losses		
Goats bred during the year		

	Number of
Description	Goats as at
	31 March 2020
Milking (dairy) Goats	
Rising one year does	
Does over one year	
Breeding bucks	
Other dairy goats	
TOTAL	
Deaths and Losses	
Goats bred during the year	