

# PROSSER QUIRKE LIMITED

CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

## FARMING QUESTIONNAIRE 2010

*Name of Client :* \_\_\_\_\_

*Balance Date :* \_\_\_\_\_

### **MANDATORY - This MUST be completed**

#### Terms of Engagement

*I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2010. 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.*

*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.*

*Where the firm prepares GST Returns on a regular basis. We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.*

*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.*

#### **THE PRIVACY ACT 1993**

The Privacy Act prohibits the release of information to third parties without the direct authorisation of the client/customer.

In the course of preparing your Annual Returns and Financial Statements, in some cases we have to consult your banking institution and other entities you have transacted with. The information we seek is necessary to complete your initial instructions.

Please signify your authorisation of this release of information in the space provided below.

Only those details necessary for the completion of your financial information will be sought, no personal transactions will be queried without your direct authorisation.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RECORDS WE MUST HAVE

**NOTE: If one of your entities is a company the Financial Statements must be completed within nine months of Balance date under the Companies Act 1993.**

Please circle  
as applicable

- |   |  |
|---|--|
| 1a. All cheque butts for the year, <b>showing the nature of each payment on the cheque butt.</b>  | Enclosed/None  |
| OR  |  |
| Reconciled Cash books (to bank statements) recording all receipts and payments of the business for the year.  | Enclosed/None  |
| OR  |  |
| Printouts of your computer ledger and trial balance   | Enclosed/None  |
| 1b. Bank Statements for the year for all bank accounts  | Enclosed/None  |
| 1c. Receipt books and bank deposit books for the year. <b>Items other than normal business sales (for example, private funds paid in, proceeds from the sale of an asset, rebates from suppliers, income apart from business income, rents interest or dividends) are clearly marked, or, if not paid into a business trading bank account, are recorded on separate schedules.</b> | Enclosed/None  |
| 1d. Day Books detailing Cash Payments made from takings.  | Enclosed/None  |
| 2. Copies of GST Returns and workings supporting the returns.   | Enclosed/None  |
| 3. Copies of solicitors' statements relating to contracts or legal matters.   | Enclosed/None  |
| 4. Copies of Hire Purchase Agreements.  | Enclosed/None  |
| 5. <b>CASH ON HAND</b><br>(Cash on hand includes floats and cash sales prior to balance date but not banked until after balance date.)  | <hr style="border: none; border-top: 1px solid black;"/> \$ <hr style="border: none; border-top: 1px solid black;"/> |
| 6a. <b>WORK IN PROGRESS (GST Exclusive)</b>   | <hr style="border: none; border-top: 1px solid black;"/> \$ <hr style="border: none; border-top: 1px solid black;"/> |
| 6b. <b>STOCK ON HAND (GST Exclusive)</b><br>All stock was physically counted, and adequate records retained to substantiate the physical count, valued at the lower of cost or Net Realisable Value. If stock sheets are available please supply these.   | <hr style="border: none; border-top: 1px solid black;"/>   |
| 7. <b>FIXED ASSETS</b>  |  |

Attach details (preferably invoices) of fixed assets purchased or sold during the year together with details of how the acquisitions were financed, ie. HP Agreements. Assets include motor vehicles, plant, equipment and properties. Where appropriate, include details of trade-ins. If sale proceeds not banked into your main account please provide details.

Enclosed/None

Has GST been accounted for on Fixed Assets sold or purchased and recoveries on insurance claims?

YES/NO

**For Statistical Purposes please provide the following:**

Area used for farming \_\_\_\_\_ No of Full-time equivalent employees \_\_\_\_\_  
 Area Cropped \_\_\_\_\_ No of Full-time equivalent owners working \_\_\_\_\_

**8. INVESTMENTS**

Attach details (preferably brokers contracts and dividend slips) of investments purchased and sold, and **dividend and interest certificates** received from any investments during the year.

Enclosed/None

**9. MORTGAGES AND LOANS**

Attach details of loans or mortgages raised or repaid during the year (preferably including agreements and solicitors statements). Provide loan balances as at Balance Date together with interest paid on those loan(s).

Lender	Balance at Year End	Interest Rate	Repayment Due Date
1.			
2.			
3.			

Have you signed personal guarantees re these loans? If Yes please provide details.

YES/NO

10. Were all takings banked into your business trading bank account? IF NO, how much was not banked and was any of it spent on deductible expenses? If Yes please provide details.

YES/NO

\$ \_\_\_\_\_

11. Meals Provided to Shearers/Employees (\$2.50 per morning or afternoon tea, and \$5.00 per lunch)

\$ \_\_\_\_\_

12. Are family members employed in your business? YES/NO

IF YES, please provide details

13. Value of goods taken for private use at their cost price excluding GST \$ \_\_\_\_\_

Cost, including GST, of personal Goods and Services included in my monthly business payments (if not detailed in cheque butts). \$ \_\_\_\_\_

14. The proportion of Motor Vehicle business use as established by business running recorded in my vehicle log book/s is:

(i) Business \_\_\_\_\_ km

(ii) Total \_\_\_\_\_ km

(iii) Business Percentage (Business km divided by Total km) \_\_\_\_\_ %

(iv) Have you kept a log book in the last 3 years? YES/NO

15. The general nature of my business has/has not (delete one) changed during the past 12 months. A description of changes is attached.

16. FBT records for the year.

17 Just for Companies

Please advise of any interests you, as directors, have in any other companies.

In relation to this company please advise of any major transactions with shareholders/directors during the year.

## **LIVESTOCK ON HAND (as at Balance Date)**

<b>SHEEP</b>	<b>Number</b>	<b>Stock Reconciliation</b>	
		SHEEP	
Ewe Hoggets		Opening Stock Number	
2th Ewes		+ Purchases	
MA Ewes		+ Natural Increases	
5 & 6 Year Ewes		<u>SUB TOTAL A</u>	
Ram / Wether Hoggets		- Sales	
MA Wethers		- Est Deaths	
Rams		Closing Stock Number	
TOTAL		<u>SUB TOTAL B</u>	
Ewes to the Ram		A must equal B	
<b>CATTLE</b>			
		CATTLE	
Rising 1 year Heifers		Opening Stock Number	
Rising 2 yr Heifers		+ Purchases	
Cows		+ Natural Increase	
Rising 1 year Steer / Bulls		<u>SUB TOTAL A</u>	
Rising 2 yr Steer / Bulls		- Sales	
Rising 3 yr Steer / Bulls		- Est Deaths	
Breeding Bulls		Closing Stock Number	
TOTAL		<u>SUB TOTAL B</u>	
Cows to the Bull		A must equal B	
<b>DEER</b>			
		DEER	
Rising 1 Year Hinds		Opening Stock Number	
Rising 2 Year Hinds		+ Purchases	
MA Hinds		+ Natural Increase	
Rising 1 year Stags		<u>SUB TOTAL A</u>	
Rising 2 Year Stags		- Sales	
Breeding Stags		- Est Deaths	
Non-Breeding Stags		Closing Stock Number	
TOTAL		<u>SUB TOTAL B</u>	
Hinds to the Stag		A must equal B	
<b>PIGS</b>			
Breeding Sows less than 1 year		PIGS	
Breeding Sows 1 year & over		Opening Stock Number	
Breeding Boars		+ Purchases	
Weaners less than 10 weeks		+ Natural Increase	
Growing Pigs 10 – 17 weeks		<u>SUB TOTAL A</u>	
Growing Pigs Over 17 weeks		- Sales	
TOTAL		- Est Deaths	
		Closing Stock Number	
		<u>SUB TOTAL B</u>	
		A must equal B	
<b><u>GRAIN &amp; SEEDS ON HAND</u></b>		<b><u>OTHER LIVESTOCK</u></b>	





***Client Personal Information - Please Complete/Mark Appropriate Items***

Name of Client \_\_\_\_\_ Balance Date \_\_\_\_\_ IRD Number \_\_\_\_\_

PERSONAL INCOME	IMP CR	TAX PAID	INCOME	EXEMPTIONS	
WAGES :				FA (Child Name / Birth Date)	
WINZ PENSION:				PARENTAL TAX CREDIT?	
INTEREST :					
DIVIDENDS :					
				<b>CLAIMED BY SEPARATE</b>	
				<b>REBATE FORM -</b>	
OVERSEAS INCOME:				Donations, Childcare/ Housekeeper	
				<b>EXPENSES</b>	
				Accounting	
				ACC/Income Protection	
OTHER INCOME:				Other Expenses (Detail separately)	
eg. Rents, Estate or Trust income					