

Farming Questionnaire – 2011

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Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Mobile:	
Email:		Fax:	

To: CooperAitken Ltd

Terms of Engagement

I/We hereby instruct you to prepare our Taxation Returns & Financial Statements for the 2011 year. 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 give you full authority to contact any organisation, via telephone, writing or Internet access, including banks, solicitors, the Inland Revenue Department (IRD), the Accident Compensation Corporation (ACC) and all other government agencies for the purposes of obtaining information necessary to complete the Financial Statements/Tax return(s). I/We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I/we give full authority for this statement to be used as written confirmation of my/our agreement to your obtaining from any organisation for the above mentioned purposes.

- I/We give you full authority to access and change information from the IRD for all tax types, this may be via telephone, in writing, internet access or info express.
- I/We give you full authority to access and change information from the ACC through ACC Online and/or directly with ACC staff.

Financial Statements prepared by you 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: and/or alternative phone number to above is:	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Please advise contact person & branch	_____
Email address for Bank copy	_____
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Name -		
Records Required - Business		Comment
If this entity also completes tax returns for related parties (such as children/shareholders/beneficiaries) it is important that the following information is also provided for them.		
Bank Statements, Cheque butts, Cash books, etc		
Please supply: Bank statements for the 12 months ending your balance date and one month after for all accounts and loans. It is still important for clients using the BankLink system to supply a copy of the statements to confirm balances. <ul style="list-style-type: none"> ▪ Computerised accounting package - include computerised general ledger or cashbook and trial balance. ▪ Statements from Dairy Company, Kiwifruit or Horticulture. Exporters, Farmlands/Stock and Station Agents. All statements relating to the Shareholding details e.g. Fonterra Share Statement. ▪ Cheque & Deposit butts showing the nature of each payment. ▪ Receipt books (make sure any items not for business sales are clearly marked). ▪ Suppliers invoices filed in cheque number order. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Credit Cards		
Did you incur any business expenditure on credit card? If yes, please supply the statements indicating clearly which is business expenditure.	<input type="checkbox"/>	
Employer – Wages paid to Employees		
Please send wage book as well as a month by month summary of Gross Wages and PAYE deductions as returned to the IRD including all relevant information of any non taxable allowances or other deductions. Holiday pay or bonuses paid within 63 days of your balance date may be included.	<input type="checkbox"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and <u>work papers</u> .	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
If you do your own GST please supply your copies of Goods & Services Tax (GST) returns and <u>all work papers</u> .	<input type="checkbox"/>	
Interest / Dividend Certificates		
Supply copies of all certificates or details of interest received.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 2		
All accounts or amounts owing to you at balance date should be scheduled but exclude any, which you are reasonably sure, won't be paid. Any accounts that you believe are bad debts must be written off prior to balance date. This is achieved by creating a credit note. Note: Include any dairy statements, which are payables in the month following balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Accounts Payable (Creditors) – see attached Schedule 3		
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.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Cash Income During Year Not Banked		
Proceeds received but not paid into your bank account or stock firm.	<input type="checkbox"/>	_____ \$ _____ _____ \$ _____

Name -

Records Required - Business	Comment
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Capital Expenditure

Attach details (preferably invoices) of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none">• Hire Purchase or loan agreements• Lease agreements• Solicitor and legal statements• Trade-in details• Lost, stolen or scrapped items• Copy of Tax Invoice If applicable a copy of last year's Asset and Depreciation Schedule is attached for your information.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Development Expenditure

Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences. Please provide full details if you have undertaken any work of this type.	<input type="checkbox"/>	
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Legal and Loan Documents

Please attach any solicitor's statements relating to any legal transactions during the year. Please also include Statements & Agreements relating to any mortgages, hire purchase, leases or loans.	<input type="checkbox"/>	
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Insurance

Please attach copies of all insurance documents showing amounts paid in each category.	<input type="checkbox"/>	
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Consumables on Hand

If you have consumable supplies in excess of \$58,000 at balance date, please list total cost. this may apply if you have bought in substantial amounts of fertiliser or supplementary feed, consumable supplies include dips, drenches, fencing supplies, animal remedies, bloat oil, petrol, bale wrap, timber etc <input type="checkbox"/> Total value of consumables on hand, if in excess of \$58,000 \$ _____	<input type="checkbox"/>	
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Livestock on Hand – See attached Schedule 4

A schedule has been enclosed. Please complete and attach. If applicable a copy of the last year's Livestock Schedule is attached for your information.	<input type="checkbox"/>	
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Private Use

Value of goods taken for private use at their cost price	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
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Expenses paid in Cash or Personal Funds

Please provide a list if applicable. Examples would be petrol, stamps, freight, etc.	<input type="checkbox"/>	
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Motor Vehicle

The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:

Vehicle Description _____

Business	_____	km
Total	_____	km
Percentage Business	_____	%

Vehicle Description _____

Business	_____	km
Total	_____	km
Percentage Business	_____	%

Please note that a log book must be completed for a three month period every three years.

Information required for individual Tax Returns.

Name -

Records Required - Individual		Comments
Wages/New Zealand Superannuation/Benefits		
<p>Please provide us with the names of people you have received the following from:</p> <ul style="list-style-type: none"> • Wages <input type="checkbox"/> • ACC Payments <input type="checkbox"/> • New Zealand Superannuation <input type="checkbox"/> • Any other benefits or pensions (including overseas pension) <input type="checkbox"/> • How many weeks of the year were you in paid employment for of at least 20 hours per week? <input type="checkbox"/> • Did you receive a redundancy payment? <input type="checkbox"/> <p>In most cases IRD will have sent us these details direct, however we do need to check all details have been included.</p>		
Interest and Dividends		
<p>Please supply the advice slips.</p> <ul style="list-style-type: none"> • For interest there will be an annual advice notice showing the withholding tax deducted. <input type="checkbox"/> • If any dividends are taken as bonus shares include these advice slips also. <input type="checkbox"/> • Any interest received with no residual withholding tax deducted. <input type="checkbox"/> • Please include all Investment Portfolio Reports <input type="checkbox"/> 		
Rents		
<p>Please supply details of rents received. <input type="checkbox"/></p> <p>Also include expenses paid on your rented property such as</p> <ul style="list-style-type: none"> • Interest <input type="checkbox"/> • Rates <input type="checkbox"/> • Insurance <input type="checkbox"/> • Repairs & Maintenance <input type="checkbox"/> • Capital transactions (including details of any property bought/sold). <input type="checkbox"/> 		
Partnerships, Trusts, Estates and Companies (only if not completed by CooperAitken Ltd)		
<p>Please supply details of income received. <input type="checkbox"/></p>		
Overseas		
<p>Also include overseas interest, dividends, and employment and taxation paid. Note: New Zealand residents are liable for tax on all world-wide income. <input type="checkbox"/></p>		
Claimable Expenses		
<p>Attach details</p> <ul style="list-style-type: none"> • Investment Management fees paid. <input type="checkbox"/> • Income Replacement Insurance Policy – provide details of premiums and claims. <input type="checkbox"/> 		
Donations, Housekeeping and Childcare Tax Rebates		
<ul style="list-style-type: none"> • Have you any rebates to claim? <input type="checkbox"/> • If Yes, have you sent your rebate claim form to Inland Revenue? <input type="checkbox"/> • Do you want us to complete your rebate claim form? <input type="checkbox"/> 		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Schedule 4 – Livestock

Name -

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Please list all livestock owned by you at balance date

COMPLETION OF THIS LIVESTOCK SHEET IS NOW A COMPULSORY REQUIREMENT OF THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEW ZEALAND AND THE INLAND REVENUE DEPARTMENT

Includes all stock Leased out and Empty Cows on Hand as these Belong to you.
Exclude any stock you have Leased in from other people.

CATTLE			
	Mainly Friesian	Mainly Jersey	Beef
Cows			
Heifers R2yr			
Heifer R1yr			
Breeding Bulls			
Bull/Steers R1yr			
R2yr Bulls & Steers			
R3yr Bulls & Steers			
Estimated Deaths			
Natural Increase			

DEER			
	Red	Wapiti	Other
MA Hinds			
Rising 2 Hinds			
Rising 1 Hinds			
Breeding Stags			
Non Breeding Stags			
Rising 1 Stags			
Estimated Deaths			
Natural Increase			

PIGS	
Breeding Sows less than 1yr	
Breeding Sows over 1yr	
Breeding Boars	
Weaners less than 10 weeks (excluding sucklings)	
Growing Pigs 10 – 17 weeks (Porkers/Baconers)	
Growing Pigs over 17 weeks (Baconers)	

GOATS			
	Milking (Dairy)	Other Fibre & Meat Producing	Angora / Angora Crosses
Rising 1yr Does			
Mixed - Age Does			
Rising 1yr Bucks (non breeding) / Wethers			
Bucks (non-breeding) / Wethers over 1yr			
Breeding Bucks			
Other Dairy Goats			

SHEEP	
5 & 6yr Ewes	
3 & 4yr Ewes	
Two Tooth Ewes	
Ewe Hoggets	
Breeding Rams	
MA Wethers	
Ram/Wether Hoggets	
Estimated Deaths	
Lambs Docked	
Natural Increase	

DAIRY FARMERS ONLY

Name -

Additional Physical Information for CooperAitken Statistics

Milking Interval (please circle)
1. Twice a day milking
2. Once a day (full season)
3. Once a day (16 – 30 weeks)
4. Other, for example, 3 times in 48 hours
Number peak cows milked _____ at 31 December

Calving Season (please circle)
1. Spring only
2. Autumn only
3. Spring and Autumn
4. Other – inc. year round and extended lactation

Land Farmed (see notes below)			
	Milking area (Ha)	Run-off area (Ha)	Non-dairy area (Ha)
Effective area (a)			
Ungrazable area (b)			
Total area (a+b)			
Land Owned or Leased			
Land owned			
Land leased			
<p>Notes:</p> <p>Milking area (Ha) Milking area is all land which is milked on. Young stock may also be grazed or supplements and crops grown on the milking area. Run-off area (Ha) Run-off is land not milked on and used to support the milking area. For example, grazing young stock, dry cows or supplementary feed. Non-dairy area (Ha) Non-dairy area is land used for other uses e.g. beef sheep, deer, forestry, horticulture, apple crops.....</p> <p>Effective area is the land available for grazing and cropping. Ungrazeable area includes land for buildings, races, bush, drains Total area effective and ungrazeable areas must equal total area. Total area should be the same as the rateable area.</p> <p>Land owned or leased – If you own or lease the above land (as opposed to being a sharemilker/contract milker on the land) complete the table below. Typically for an owner-operator the owned and leased land areas should add o the total area above. If you are a sharemilker that owns or leases some of the land that you farm please indicate.</p>			

