

Financial Statements – 2023

Farming Questionnaire



Client / Entity Name	
Balance Date	31 st March 2023
Email	
Mobile Phone	

Please sign the authorisation below, complete this questionnaire and send to us along with your records.

Authorisation to Access Information

To: Lynda Stevenson Chartered Accountants Limited.

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 carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns until further notice. This includes obtaining information through all Inland Revenue media and communications channels.

I/We accept responsibility for the accuracy of the information provided to you. I/We are also responsible for any tax consequences that result.

Signature _____

Date _____

**Thank you for completing the questionnaire
Please ensure you sign this page**

Records Required For 12 months to Balance Date	✓	Comment
Bank Statements, Xero, Cash Manager, etc		
<p>Where you operate a Computerised Cashbook or Integrated Accounting Software package</p> <p>Please provide:</p> <ul style="list-style-type: none"> • Backup copy as at end of financial year (please include Password if necessary) • Copy of Bank Reconciliation as at balance date for all bank accounts. • Final Bank Statement for year for all bank accounts. • If you run Inventory, an Inventory Summary report (at cost) at balance date. • Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date. <p>Cashbook (Myob, Cash Manager, Xero) _____</p>		<p>Password _____</p>
Loan Statements		
<p>Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.</p>		
Goods & Services Tax (GST) Returns		
<p>Supply copies of GST Return work papers If GST Returns are saved in Xero – please advise</p>		
Employers – Wages Paid to Employees		
<p>Please provide details of wages paid from records held. Payroll system used: Xero payroll, Ipayroll, Ace, Smart payroll, Edge Payroll.</p>		
Fringe Benefit Tax (FBT) Returns		
<p>Supply copies of FBT Returns and work papers.</p>		
Interest & Dividends		
<p>Supply copies of certificates.</p>		
Stock Company Rebates		
<p>Supply copies of rebate advice. (eg Ravensdown, Farmlands, Rural Co.)</p>		

Cash On Hand		
Cash on Hand* \$ _____ Date Banked ____ / ____ / ____		
Petty Cash \$ _____		
Till Floats/Cash Floats\$ _____		
* (Include cash sales prior to balance date but not banked until after balance date)		
Livestock on Hand – See attached Schedule 3		
Stock must be physically counted and adequate records retained to substantiate the physical count.		Quantity Sheep _____
Dairy Herd Size: _____ Total Milk Solids _____		Quantity Cattle _____
Accounts Receivable (Debtors) – See attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled		\$ _____
<u>OR</u>		GST Included <input type="checkbox"/>
If using a computerised Cashbook or Integrated Accounting Software Package, include Debtors Report as at balance date		Or GST Excluded <input type="checkbox"/>
Bad Debts		
Please provide a schedule for Bad Debts Written Off during the Year		\$ _____
		GST Included <input type="checkbox"/>
		Or GST Excluded <input type="checkbox"/>
Accounts Payable (Creditors) – See attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled		\$ _____
<u>OR</u>		GST Included <input type="checkbox"/>
If using a computerised Cashbook or Integrated Accounting Software Package, include Creditors Report as at balance date		Or GST Excluded <input type="checkbox"/>

Capital Expenditure		
<p>Attach details of assets purchased or sold during the year such as motor vehicle, 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, agreements and solicitors invoices • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoice • Valuations 		
Repairs & Maintenance		
<p>Attach details of items over \$1000.</p>		
Transactions Not Through the Business		
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and where they were lodged</p>		<p>\$ _____</p>
Legal Documents		
<p>Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure.</p>		
Private Use Adjustments		
<p>Portion of expenses paid by the business to be allocated as private;</p> <ul style="list-style-type: none"> • Telephone • Power • Insurance • Value of Goods taken for private use 		<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p>

Expenses paid in cash or from Personal Funds

Please provide a list if applicable

Motor Vehicles **Home Office Expenses**

Where you do not pay Fringe Benefit Tax on motor vehicles, please provide the proportion of motor vehicle business use as established in your vehicle log book(s):

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

Vehicle Description: _____

Business _____ km

Total _____ km

Percentage Business _____ %

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Power \$ _____

Insurance \$ _____

Interest \$ _____

Rates \$ _____

Total \$ _____

Business Area _____ m

Total Area of House _____ m

Other Information

Details of anything else we should be aware of in relation to the preparation of your accounts.

Thank you for completing this questionnaire

Don't forget to sign the Authorisation on page 1

Schedule 3 – Livestock Reconciliation

As at _____ 2023

Sheep

Description	Numbers
Ewe Hoggets	
Ram & Wether Hoggets	
Two Tooth Ewes	
Mixed Age Ewes (3 & 4 yrs)	
Rising 5 Year & Older Ewes	
Mixed Age Wethers	
Breeding Rams	
Totals	
Lambs Bred/Tailed	
Ewes to Ram	
Sheep Killed - For Dogs	
- For Own Use	
Known Deaths - Lambs	
- Other Sheep	

Reconciliation

Opening Numbers (as supplied by you last year) _____

Add Purchases during the year _____
 Lambs Bred/Tailed _____
 TOTAL _____

Subtotal A (A) _____

Less Total Sheep Sold during the year _____
 Sheep Killed _____
 Known Deaths _____
 Closing Stock Numbers (from above) _____
 TOTAL _____

Subtotal B (B) _____

Unaccounted for & missing _____

Cattle

Please indicate: Beef Cattle Dairy Cattle

Description	Numbers
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers	
Rising 1 Year Bulls	
Rising 2Year Steers	
Rising 2 Year Bulls	
Rising 3 Year Steers	
Rising 3 Year Bulls	
Breeding Bulls	
Totals	
Calves Bred	
Cows to Bull	
Cattle Killed - For Dogs	
- For Own Use	
Known Deaths - Calves	
- Other Cattle	

Reconciliation

Opening Numbers (as supplied by you last year) _____

Add Purchases during the year _____
 Calves Bred _____
 TOTAL _____

Subtotal A (A) _____

Less Total Cattle Sold during the year _____
 Cattle Killed _____
 Known Deaths _____
 Closing Stock Numbers (from above) _____
 TOTAL _____

Subtotal B (B) _____

Unaccounted for & missing _____