

ANNUAL QUESTIONNAIRE
FARMING 2017

Client

Balance Date/...../.....

Telephone Number Cell phone Number

Email

Physical Address.....
(Include RAPID Number and postcode)

Engagement of Professional Services

Campbell & Co Chartered Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.
- We will report on any matters that come to our attention in the process of undertaking your work that will be of benefit to you.
- We will provide any other services as are agreed upon between us from time to time.

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that effect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Campbell & Co Chartered Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as our accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Campbell & Co Chartered Accountants Limited to access and change information through ACC Online and directly with ACC staff.

Price and Payment

Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable timeframe.

Our fees are payable by the 20th of the month following the invoice date. In event that it is necessary to take legal action to recover overdue accounts, all legal costs incurred by us will be incurred by you.

Signature: _____

Full Name: _____

Date Completed: ____/____/____

CAMPBELL & CO CHARTERED ACCOUNTANTS LIMITED
PHONE: 03 974 9211
WEB: www.campbellca.co.nz
EMAIL: admin@campbellca.co.nz
P O Box 257, Kaiapoi 7644

Annual Report to your Bank – if you require a copy of your annual report sent to your bank, please complete the following.

Bank

Name of Bank Manager

Email Address of Bank Manager

Do you require any electronic copies of your Annual Report? YES / NO

CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE FINANCIAL STATEMENTS:		Tick if applicable																																																												
Cash Book/Electronic Accounting System Please supply a back-up of your electronic cashbook if you use one. Please also advise the password if applicable. You can e-mail a back-up to admin@campbellca.co.nz or the staff member who works on your accounts if you prefer.																																																														
GST Returns Please supply your copies of all GST returns and workings for the year																																																														
FBT Returns Please supply your copies of all FBT returns and workings for the year																																																														
Accounts Receivable / Debtors Detail of any income earned prior to balance date which was received after balance date. <table border="1"> <thead> <tr> <th>Name of Debtor</th> <th>Description of sale</th> <th>Net Amount</th> <th>GST</th> <th>Total Incl GST</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr><td></td><td></td><td>\$</td><td>\$</td><td>\$</td></tr> <tr> <td>TOTALS</td> <td></td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table>			Name of Debtor	Description of sale	Net Amount	GST	Total Incl GST			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$			\$	\$	\$	TOTALS		\$	\$	\$
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Accounts Payable / Creditors Details of any expenses incurred before balance date which were paid after balance date. Please list on the schedule at the back of the questionnaire or provide a copy of the bank statement for the following month with accounts payable highlighted and descriptions. If you are using accounting software a print out of the following months transactions.																																																														

LIVESTOCK ON HAND**SHEEP****Number**

Sale Lambs
Ewe Hoggets
Ram & Wether Hoggets
Two Tooth Ewes
Mixed Aged (3 & 4 Yrs) Ewes
5yr and older Ewes
Mixed Age Wethers
Rams

TOTAL

=====

Lambs Tailed
Deaths & Missing

DAIRY/BEEF**Number**

Breed:
R 1 yr Heifers
R 2 yr Heifers
Mixed Aged Cows
R 1 yr Steers/Bulls
R 2 yr Steers/Bulls
R 3 yr Steers/Bulls
Breeding Bulls

TOTAL

=====

Calves Born
Deaths & Missing
Bobby Calves Purchased

DEER**Number**

Breed: (Red/Wapiti/Elk)
R 1 yr Hinds
R 2 yr Hinds
Mixed Age Hinds
R 1 Stags
R 2 Stags
Breeding Stags

TOTAL

=====

Fawns Born
Deaths & Missing

OTHER (Pigs, Goats, etc)

Type:

Age**Number**

.....
.....
.....
.....
.....
.....

TOTAL

=====

Please ensure these figures are correct as the accuracy of your Annual Report depends on them.

PRODUCE ON HAND

Please supply a detailed list of saleable Wool/Crop/Produce on hand at balance date, including details of weight and estimated unit value.

.....
.....
.....

CONSUMABLES ON HAND -

Defined as being an item in production process. i.e.
- the purchase by a farmer of feed for consumption by livestock. This excludes feed costs made on land you own or lease.
- fertiliser purchased but not applied by year end.

Value GST Excl.

Please provide details: \$.....
..... \$.....
..... \$.....

Note: if total is less than \$58,000, it is not required to be included.

INVESTMENTS

Please supply rebate/dividend advice notices which may have increased your shareholding, and copies of any statements from these companies confirming shares held.

Please tick which is enclosed

Ravensdown	<input type="checkbox"/>	Silver Fern Farms	<input type="checkbox"/>	Farmlands	<input type="checkbox"/>
Fonterra	<input type="checkbox"/>	Livestock Improvement	<input type="checkbox"/>	Ballance	<input type="checkbox"/>
ATS	<input type="checkbox"/>	Alliance	<input type="checkbox"/>	Other	<input type="checkbox"/>

PRODUCE USED

Please supply an estimate of the value of produce consumed by yourself and your family during the year.

Type of Produce	Value (\$)
.....
.....

RATIONS SUPPLIED

Does your cashbook or cheque butts show the payment for stores or rations purchased? **YES / NO**

If **NO**, please supply an estimate of the number of meals: include full time staff, casual staff, farm visitors, agents etc...

	Number supplied
Morning Tea/Afternoon Tea YES / NO	<input type="checkbox"/> @ \$5.00 each
Lunches YES / NO	<input type="checkbox"/> @\$10.00each

MIXED USE ASSETS

Do you have any mixed use assets, used for both business and private purposes? **YES/NO**
i.e. Bach, boat, helicopter

FARM DWELLING

Is the dwelling on the farm personally occupied by a shareholder in a company or beneficiary in a Trust?	YES/NO
Have all the expenses in relation to the farm dwelling been paid for by the business?	YES/NO
Have you done any adjustment for the personal portion in your GST?	YES /NO

ARE YOU PROVIDING ANY BENEFITS TO EMPLOYEES? – This includes shareholder employees.

For example; accommodation, telephone, power, newspaper, low interest loans etc...

To employees	YES/NO
To shareholders	YES/NO
If YES, are you filing FBT Returns?	YES/NO

ASSETS PURCHASED/SOLD DURING THE YEAR

Asset Description	New/Used	Total Cost (GST incl)	Date Purchased	Trade in
...../.../.....
...../.../.....
...../.../.....
...../.../.....

(Please supply Hire Purchase Agreements if applicable).

BUSINESS MOTOR VEHICLE(S)

Car/Make	Have you kept a log book? Please Circle	Business %
.....	YES/NO
.....	YES/NO
.....	YES/NO

Is a new log book required? (if over three years since the last completed or new car purchased). YES/NO

Have you used fuel in your private vehicle from the bulk farm supply? YES/NO

If YES please supply the estimated litres used litres

Please ensure that private vehicle expenses i.e. fuel, tyres, insurance, mechanical are able to be identified.

Fringe Benefit Tax (FBT)

Any vehicle owned by a company which is available for private maybe subject to FBT. If this situation applies to you it is essential that you discuss this with us.

Does your company own a motor vehicle which is available to be used by individual shareholders? YES/NO

If YES, is FBT paid? YES/NO

If FBT is paid has a GST adjustment been done on the value of the Fringe Benefit? YES/NO

PRIVATE VEHICLE USED IN BUSINESS

Have you used your private vehicle for business use? YES/NO

What vehicle was used?
Please advice the km travelled for business.k/m

Did the business pay for any running costs for the vehicle? YES/NO

PRIVATE USE - House Electricity & Tolls

Have you coded your private electricity/tolls separately? YES/NO

Total cost of domestic electricity \$.....
Total cost of private toll calls \$.....

Have you made any GST adjustments for these? YES/NO

BUSINESS EXPENSES FROM PERSONAL FUNDS

Please list Expenses paid from personal funds relating to business and/or supply invoices/details.

.....

.....

.....

CASH INCOME NOT BANKED DURING THE YEAR

Please provide details of cash received but not paid into your bank account.

_____ \$ _____

CHANGES IN YOUR BUSINESS FROM THE PREVIOUS YEAR

Have there been any of the following changes during the year?

Structural changes example, Shareholder, Directors, Trustees etc... YES/NO

.....

.....

.....

Any changes to land use? YES/NO

.....

.....

Was there any gifting made in the previous 12 months in either cash or debt reduction? If so please supply. YES/NO

Has there been any significant events since balance date that will affect the next year's accounts? YES/NO

Has there been any contingent liabilities i.e. guarantees – these need to be recorded in the notes to the accounts. YES/NO

CHARITABLE AND SCHOOL DONATIONS

If you have made payments to Charitable Organisations and School Donations there may be tax credits available to you? YES/NO

If YES, please supply the receipts so we can file your donation rebate claim?

ACC

Please provide details of all entities that you make payments for to ACC.

Company/Individual/Trust

ACC Number:

_____	_____
_____	_____
_____	_____

WORKING FOR FAMILY TAX CREDITS (WFFTC)

Do you have children aged under 18 years or 18 years and attending secondary school or territory education? YES/NO

If YES, please complete the following:

Family Details;

<u>Name of Child</u>	<u>Date of Birth</u>	<u>IRD Number</u>	<u>Date Left School</u>
.....	.../.../.....-.....-.....	.../.../.....
.....	.../.../.....-.....-.....	.../.../.....
.....	.../.../.....-.....-.....	.../.../.....
.....	.../.../.....-.....-.....	.../.../.....

There has been changes to the legislation to the types of income now included in your family income when applying or receiving WFFTC. As the changes affect your WFFTC claim, we require details of all family income.

Have you received any income from any other sources that we don't administer? YES/NO

Other Trust Income	YES/NO
Other Shareholder Income	YES/NO
Interest or Dividends (including PIE Income)	YES/NO
Fringe Benefits	YES/NO
Passive income of your children	YES/NO
Any payments used for day to day living expenses	YES/NO

PARENTAL TAX CREDITS

You may be entitled to a Parental Tax Credit if you have had a new child. If so your new child will require an IRD number.

Have you had a baby during the previous year? YES/NO

If YES, have you applied for Parental Tax Credit? YES/NO

WFFTC money received during the year.

Did you receive WFFTC during the year? YES/NO

If YES, How much did you receive? \$.....

Family Changes

Has there been any in in your marital status (this includes defacto) during the previous year? YES/NO

Has there been a shared custody arrangement YES/NO

Child Support

Did you pay child support to an ex-partner? YES/NO

If Yes, How much did you pay? \$.....

Was this arrangement through IRD or Private? (Please circle) IRD / Private

Did you receive child support form an ex-partner? YES/NO

If YES, how much did you receive? \$.....

In Work Payment

You may be entitled to an In Work Payment depending on the weekly hours worked

In a single parent family you need to work more than 20 hours, for a two parent family you need to work more than 30 hours per week combined.

Does your family meet these requirements? YES/NO

If YES, provide number of hours worked.

Parent 1.

Parent 2.

If your spouse files his/her own tax return, we will need a copy of this return to calculate the total family income.

SCHEDULE OF ACCOUNTS PAYABLE

Amounts owing by you at balance date.

[illegible]