

Financial Statements Questionnaire – Horticultural

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

Has the nature of your business changed in any way during the past 12 months?
If yes, please provide brief details:

Signature _____

Date _____

Records Required	✓	Comment
Capital Expenditure		
<p>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:</p> <ul style="list-style-type: none"> ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices <p>A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Development Expenditure		
<p>Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or re-grassing if you are undertaking a major conversion project.</p> <p>Please provide full details if you have undertaken any work of this type.</p>	<input type="checkbox"/>	
Legal and Loan Documents		
<p>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.</p>	<input type="checkbox"/>	
Business Expenses		
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/>	
Consumables on Hand		
<p>If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.</p> <p>Please estimate the cost (Excluding GST) of consumables on hand</p> <p>Petrol, Diesel & Oil</p> <p>Fencing Materials</p> <p>Water Piping & other items held for water system repairs</p> <p>Dairy Shed Supplies (Cleaning Products, Teat Spray etc)</p> <p>Shearing Shed Supplies</p> <p>Animal Health Products (e.g. drench, dip, mastitis treatment products)</p> <p>Other farm stores</p> <p>Fertiliser</p>	<input type="checkbox"/>	<p>\$</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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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.		<input type="checkbox"/>
Category	Quantity	Estimated Value (Excl GST)
Wool	_____ kg	_____
Timber	_____	_____
Hay	_____ Tonnes dry matter	_____
Silage	_____ Tonnes dry matter	_____
Grain	_____ Tonnes	_____
Honey	_____ kg	_____
Firewood	_____	_____
Other Produce, Harvested Crops & Fruit		_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Value		_____

Private Use

Value of goods taken for private use at their cost price (excluding livestock).		<input type="checkbox"/>	\$ _____
Goods taken for own use	Quantity	<input type="checkbox"/>	GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Sheep	_____		
Cattle	_____		
Pigs	_____		
Milk	_____		
Other _____	_____		

Expenses paid in Cash or from Personal Funds

Please provide a list if applicable.		
How many meals have you provided to contractors? (morning / afternoon tea = 1/2)	<input type="checkbox"/>	Quantity _____
	<input type="checkbox"/>	

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description _____ **Vehicle Description** _____

Business _____ km Business _____ km

Total _____ km Total _____ km

Percentage Business _____ % Percentage Business _____ %

- Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

Mixed Use Holiday Home

Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income? If so, please advise and we will request further information.

**Thank you for completing this questionnaire
Don't forget to sign it**

