

Financial Statements Questionnaire – Horticultural Ensure this questionnaire is completed and included with your records

Client Name	Phone:
D . D .	Fax:
Balance Date	Email:
Has the nature	of your business changed in any way during the past 12 months? ovide brief details:
ii yes, piease pi	Ovide prier details.
Signature	Date

Records Required	✓	Comment
Bank Statements, Cheque butts, Cashbooks, etc	,	
Where no Cashbook is supplied, please provide and include one month past balance date: Bank statements including any savings account or term deposit (fully		
narrated) Where you supply a written Cashbook, please provide and include one		
month past balance date: Cashbook, written up, analysed and reconciled to the bank statements		
monthly Bank statements including any savings account or term deposit Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, 		
Stock and Station Agents Where you supply a computerised Cashbook (eg Xero), please provide: Copy of Bank Reconciliation as at balance date for all bank accounts Final Bank Statement for year for all bank accounts Transaction Listing for Accounts Payable and Accounts Receivable as at		
 balance date Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date If your cashbook is NOT Xero please provide backup printouts of trialbalance ,Balance Sheet, Profit & Loss, and transaction details reports bycode as at balance date. 		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
Employer – Wages paid to Employees (if processing your own wage	s)	
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. OR		
Send a copy of your Employer Monthly Deduction Schedules (IR 348). Supply details of any allowance made for employees boarding / renting a house on the property.		
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.		
Goods & Services Tax (GST) Returns	1	Т
If you file your own please supply your copies of Goods & Services Tax (GST) returns and workpapers.		
Interest and Dividend Certificates		
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1	1	Т
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		Total at Balance Date:
Note: Include any dairy statements, which are receivables in the month following balance date.		\$ GST Included _ Excluded _
Accounts Payable (Creditors) – see attached Schedule 2		
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, 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.		Total at Balance Date: \$ GST Included Excluded
Cash Income Not Banked During Year		
Proceeds received but not paid into your bank account or stock firm.		\$
		\$

Records Required	✓	Comment
Capital Expenditure		
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:		
Hire purchase or loan agreements		
■ Lease agreements		
All legal statements and agreements		
 Trade-in details Lost, stolen or scrapped items 		
Copy of Tax Invoices		
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.		
Development Expenditure		<u> </u>
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.		
Please provide full details if you have undertaken any work of this type.		
Legal and Loan Documents		
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.		
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:		
 Insurance premiums 		
■ Legal fees		
 ACC payments and arrangements 		
Consumables on Hand		
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.		
Please estimate the cost (Excluding GST) of consumables on hand		\$
Petrol, Diesel & Oil		
Fencing Materials		
Water Piping & other items held for water system repairs		
Dairy Shed Supplies (Cleaning Products, Teat Spray etc)		
Shearing Shed Supplies		
Animal Health Products (e.g. drench, dip, mastitis treatment products)		
Other farm stores		
Fertiliser		

Unsold Produce			
Please provide full details of any prod intended for sale. Examples include h	uce on hand at ba noney, wool, timbe	llance date that is er, hay, silage, crops.	
Catagony	Quantity		Estimated Value
Category	Quantity		
Wool		kg	(Excl GST)
		kg	
Timber			
Hay		Tonnes dry matter	
Silage		Tonnes dry matter	
Grain		Tonnes	
Honey		kg	
Firewood			
Other Produce, Harvested Crops & Fr	ruit		
,			
	-		
			
			
Total Value			
Total value			
Drivete Hee			
Private Use	.4.41	Carradia di Carrad	
Value of goods taken for private use a		excluding livestock).	\$
	luantity		GST Included Excluded
Sheep			
Cattle			
Pigs			
Milk			
Other			
Expenses paid in Cash or from	Personal Fund	s	
	. Jijoilai i ullus	-	
Please provide a list if applicable. How many meals have you provided to	o contractors? (m	orning / afternoon tea =	Overtitie
1/2)		and in the second secon	Quantity

Motor Vehicles						
The proportion of motor vehook(s) is/are:	nicle busine	ss use as established by	your vehicle log			
Vehicle Description		Vehicle Description _				
Business	km	Business	km			
Total	km	Total	km			
Percentage Business	%	Percentage Business	%			
three month period ever limited to a maximum of If you are operating as a currently paying Fringe	ry three yea f 25% of ex a Company Benefit tax	, please indicate which ve	nims will be			
Mixed Use Holiday Hor	ne					
Do you have a property (su If so, please advise and we			t is used privately	and a	also to derive income?	

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

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at your Balance Date

Name of Debtor	Description of Sale	Code	Total Incl GST	
Totals				

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at your Balance Date

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Totals				