

FINANCIAL STATEMENTS QUESTIONNAIRE – 31 MARCH 2018

FARMERS

CLIENT NAME: _____

1.	<p>Livestock On Hand Do you have any livestock on hand as at your balance date? If yes, please complete Form D (attached).</p>	Yes	No
2.	<p>Accounts Payable Do you have any accounts payable as at your balance date? (Money you owe to others.) If yes, complete Form B (attached).</p>	Yes	No
3.	<p>Accounts Receivable Do you have any accounts receivable as at your balance date? (Money owing to you.) If yes, complete Form A (attached).</p>	Yes	No
4.	<p>Transaction Records</p> <p>Bank Statements</p> <ul style="list-style-type: none"> • Supply all bank statements (cheque & savings accounts) to cover the financial year. • Supply cheque butts covering the whole financial year. Ensure all cheque butts are correctly notated, with details of whom you paid and the expense, OR <p>Computer Programme</p> <ul style="list-style-type: none"> • If you run your own accounting software please supply backup disk/stick, and/or printouts, e.g. general ledger, trial balance, profit & loss and balance sheet. • Supply last bank statement covering the end of the year, OR <p>Banklink</p> <ul style="list-style-type: none"> • If you have been a banklink client for the whole year we will only require the last bank statement to confirm the closing balance at the end of the financial year. 	Yes	No
5.	<p>Business Deposits Has all business income been deposited into the business bank account? If not, please provide the date, amount including GST and details of the items not deposited.</p>	Yes	No
6.	<p>Sale / Purchase of Assets Did you sell, purchase or stop using any assets in your business in the past year? If yes, complete Form C (attached).</p>	Yes	No

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7.	<p>Loan Statements</p> <p>Supply loan statements or annual summary provided by your bank.</p>	Yes	No
8.	<p>Loans / Hire Purchases</p> <p>Have you taken out a new loan, hire purchase or lease-to-own agreement since your last balance date? If yes, please provide loan documents, HP agreements, Lease agreements.</p> <p>Note: For any land and buildings purchased we require a copy of the rate demand or valuation report and the legal settlement statement.</p>	Yes	No
9.	<p>Legal Documents</p> <p>Please attach Solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include documents relating to any mortgages, hire purchases, leases or loans.</p>	Yes	No
10.	<p>Business Expenses Paid Privately</p> <p>Were any of your business expenses paid from your personal funds? If yes, please provide the date, amount including GST and details of the items.</p>	Yes	No
11.	<p>Goods for your Own Use</p> <p>Did you use any farm stock or products for private use, e.g. – home kills? If yes, please supply details.</p>	Yes	No
12.	<p>Contingent Liabilities</p> <p>Are you involved in any transactions that may materially affect the profitability or solvency of your business, for example, a pending court case or dispute? If yes, please provide details of these.</p>	Yes	No
13.	<p>Capital Commitments</p> <p>Did you enter into any agreements or contracts prior to your balance date that commit your business to significant capital expenditure? If yes, please provide details of these.</p>	Yes	No

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FARMERS

Meeting

With so many changes in the property sector and with tax, we are offering discounted Meetings for 2018 with Ross. A great chance to discuss your long-term strategy and get property really working for you.

Normal cost \$450 + GST, discounted to \$250 + GST

YES / NO

Property Questions

Free email questions and phone calls relating to property investment and trading, Plus 30 minute meeting with Ross about property investment. See more at:

https://www.cswaikato.co.nz/index.php?option=com_content&view=article&id=91&Itemid=125

\$350 + GST for a 12 month period.

YES / NO

Payment

We will send you a tax invoice for the full amount once we receive this completed form. It will set out the payment instalments, amounts and due dates. We try to align your payments with the following;

- 50% 14 days following invoice date
- 50% 1 month later.

If you would like to discuss other payment options, please e-mail Chrissie@cswaikato.co.nz. We do accept credit cards, the final 2/3rd deducted from your tax refunds, and financing by Fee Smart.

Please note: It is our intention that this quote covers all the requirements for the preparation of the financial statements, however, further costs may be incurred should record keeping be inadequate or extra work is required outside the scope of the initial quote. We will advise you prior to any additional costs being incurred.

Authorisation – Name: <fullname>

I/We hereby instruct Coombe Smith Hamilton LP to prepare my / our Financial Statements and Taxation Returns for the year / period ending 31 March 2018. 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. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We also authorise Coombe Smith Hamilton LP to act as our agent for ACC levy purposes. This authorisation allows you to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services – (if required).

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 above assignments.

Signed _____

Signed _____

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that you are yet to receive payment for. These are not to be included in Work In Progress.

If you have your own Debtors Ledger you do not have to complete this sheet. Instead please attach a copy of your Debtors Ledger.

ACCOUNTS RECEIVABLE (Debtors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
TOTAL ACCOUNTS RECEIVABLE			\$	\$	\$

These are invoices for expenses dated up to and including the last day of the financial year you have received but have not yet paid, eg. you purchase \$100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take.

Please ensure that the details column is filled out, eg. purchases, motor vehicle, power etc.

If you have your own Creditors Ledger you do not have to complete this sheet. Instead please attach a copy of your Creditors Ledger.

ACCOUNTS PAYABLE (Creditors)

Name	Details	Ledger Code	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE	475			
	Telephone	464			
	Power	384			
TOTAL ACCOUNTS PAYABLE			\$	\$	\$

LIVESTOCK – CATTLE TALLIES

Ensure this is completed and included with your records

- Include stock that you own, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description				Total Number of Cattle as at Balance Date
Beef Breeds and Beef Crosses				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:	Bulls:		
Rising two year	Steers:	Bulls:		
Rising three year	Steers:	Bulls:		
Friesian and Related Breeds				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding Bulls				
Rising one year	Steers:	Bulls:		
Rising two year	Steers:	Bulls:		
Rising three year	Steers:	Bulls:		
Jersey and Other Dairy Breeds				
Rising one year heifers				
Rising two year heifers				
Mixed age cows				
Breeding bulls				
Rising one year	Steers:	Bulls:		
Rising two year	Steers:	Bulls:		
Rising three year	Steers:	Bulls:		
TOTAL				
Deaths and Losses				
Natural Increase				
Peak Milking Cow Numbers for the last season				
Effective Milking Hectares for the last season				

LIVESTOCK – SHEEP TALLIES

Ensure this is completed and included with your records.

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep as at Balance Date
Sheep	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
TOTAL	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	

Wool	
Total kilogram's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

LIVESTOCK – NUMBERS RECONCILIATION

Please ensure this is completed and included with your records.

«fullname»
Balance date:

Cattle	
Opening Stock Numbers	_____
Add: Purchased during year	_____
Calves bred	_____
	Sub Total (A)
Deduct: Total cattle sold	_____
Closing stock numbers	_____
Known deaths and killed	_____
	Sub Total (B)
Unaccounted for and missing (A-B)	_____

Sheep	
Opening Stock Numbers	_____
Add: Purchased during year	_____
Lambs bred / docked	_____
	Sub Total (A)
Deduct: Total sheep sold	_____
Closing stock numbers	_____
Sheep killed	_____
Known deaths	_____
	Sub Total (B)
Unaccounted for and missing (A-B)	_____