

**ANNUAL FARM ACCOUNTS
INFORMATION SHEET – 2015**

Please study the attached questionnaire carefully and answer those questions and provide those records which are applicable to your business. This information and the required records are essential for the completion of your accounts and provided they are passed in to this office promptly, your accounts should be processed with minimal delay.

TERMS OF ENGAGEMENT

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my/our financial statements. I/we understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/we further understand that the financial statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/we also accept responsibility for all other records and information supplied to you other than those listed. I/we accept responsibility for any failure by me/us to supply all relevant records and information to you.

I/we authorise Peters Doig Limited to act as your agent for ACC levy purposes for all associated entities. This authorisation allows us to query and change information on your ACC levy account(s) through ACC staff and online services. This authority will also allow us discretion to delegate access to your ACC information to other members of our organisation. Other members of our organisation will also be able to query and change information on your ACC levy account.

In terms of the Privacy Act I/we hereby authorise Peters Doig Ltd, to obtain copies of missing statements, details of any blank cheques or deposits and any other information required from my/our bank/stock firm/solicitor etc and I/we hereby authorise the bank/stock firm/solicitor/financial institution etc to provide the required information.

I/we authorise Peters Doig Limited to deduct any outstanding accounting fee directly from any Inland Revenue refund cheque and if further fees are incurred due to debt collection these will be recoverable.

I/we give authority to Peters Doig Limited as tax agent to obtain information on my/our behalf from the Inland Revenue Department via 'Online Services', phone, fax, email and mail for all tax types.

I/we also authorise Peters Doig Limited to forward a copy of my/our financial accounts to our bank on request.

<u>Name</u>	<u>IRD Number</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please complete for entity and all related parties/persons/individuals, please add on separate sheet if required

Information Required

Would you please complete the following questions: If not applicable, please print N/A in the space provided. If there is not enough space on this form, attach a separate sheet.

	Comments/Notes																												
<p>Accounts Receivable Amounts owed <u>to you</u> at balance date. Please provide a detailed list on a separate sheet of each amount so that we can analyse the relevant sales.</p>	<p>Owed to you at balance date</p> <p>\$ _____ GST Incl/Excl please circle</p>																												
<p>Accounts Payable Amounts owed <u>by you</u> at balance date. Please provide a detailed list on a separate sheet of each amount and expense type so that we can analyse the relevant expenses.</p> <p>OR Supply cheque butts for the following month after balance date marked A/P.</p>	<p>Owed by you at balance date</p> <p>\$ _____ GST Incl/Excl please circle</p>																												
<p>Livestock on Hand Please complete Schedule One at the end of this information sheet.</p>																													
<p>Produce on Hand</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Quantity</th> <th></th> <th style="text-align: center;">Estimated Value (GST Excl)</th> </tr> </thead> <tbody> <tr> <td>Wool</td> <td>_____</td> <td>kg</td> <td>\$ _____</td> </tr> <tr> <td>Timber</td> <td>_____</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Hay</td> <td>_____</td> <td>tonnes</td> <td>\$ _____</td> </tr> <tr> <td>Grain</td> <td>_____</td> <td>tonnes</td> <td>\$ _____</td> </tr> <tr> <td>Silage</td> <td>_____</td> <td>tonnes</td> <td>\$ _____</td> </tr> <tr> <td>Other</td> <td>_____</td> <td></td> <td>\$ _____</td> </tr> </tbody> </table>		Quantity		Estimated Value (GST Excl)	Wool	_____	kg	\$ _____	Timber	_____		\$ _____	Hay	_____	tonnes	\$ _____	Grain	_____	tonnes	\$ _____	Silage	_____	tonnes	\$ _____	Other	_____		\$ _____	
	Quantity		Estimated Value (GST Excl)																										
Wool	_____	kg	\$ _____																										
Timber	_____		\$ _____																										
Hay	_____	tonnes	\$ _____																										
Grain	_____	tonnes	\$ _____																										
Silage	_____	tonnes	\$ _____																										
Other	_____		\$ _____																										
<p>Plant, Vehicles, Buildings or Assets Purchased/Sold Please supply full details of purchases/sales, and include invoices and hire purchase agreements (if any) with your papers.</p> <p>Purchases</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Full Asset Description</th> <th style="text-align: center;">Date Purchased</th> <th style="text-align: center;">Trade-in</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>	Full Asset Description	Date Purchased	Trade-in	Amount	_____	_____	_____	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____	\$ _____													
Full Asset Description	Date Purchased	Trade-in	Amount																										
_____	_____	_____	\$ _____																										
_____	_____	_____	\$ _____																										
_____	_____	_____	\$ _____																										
<p>Sales</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Asset Description</th> <th style="text-align: center;">Date Sold</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>	Asset Description	Date Sold	Amount	_____	_____	\$ _____	_____	_____	\$ _____	_____	_____	\$ _____																	
Asset Description	Date Sold	Amount																											
_____	_____	\$ _____																											
_____	_____	\$ _____																											
_____	_____	\$ _____																											
<p>If Capital Asset Constructed With Own Employees' Labour</p> <table border="0"> <tbody> <tr> <td style="padding-left: 40px;">Cost of Labour</td> <td>\$ _____</td> </tr> <tr> <td style="padding-left: 40px;">Cost of Materials</td> <td>\$ _____</td> </tr> </tbody> </table>	Cost of Labour	\$ _____	Cost of Materials	\$ _____																									
Cost of Labour	\$ _____																												
Cost of Materials	\$ _____																												

<p>Major Repairs</p> <p>Details: _____</p> <p>_____</p> <p>Date work completed _____</p> <p>Major Suppliers _____</p> <p>_____</p>																
<p>Capital Commitments</p> <p>Advise estimated capital commitments due for payment during the next 12 months.</p>																
<p>Farm and/or Vineyard Development Expenditure</p> <p>Details of farm and/or vineyard development work carried out during the year, including clearing of land, access roads or tracks, sinking of wells, irrigation etc.</p> <p>_____</p> <p>_____</p> <p>_____</p>																
<p>Viticulture/Horticulture</p> <p>Please give details of any trees/vines/supporting trellises/irrigation removed or sold.</p> <table border="1" data-bbox="87 1003 989 1176"> <thead> <tr> <th data-bbox="87 1025 231 1064"><i>Date</i></th> <th data-bbox="247 1025 391 1064"><i>Number</i></th> <th data-bbox="406 1025 566 1064"><i>Variety</i></th> <th data-bbox="582 1025 774 1064"><i>Description</i></th> <th data-bbox="790 1003 989 1064"><i>When Originally Purchased</i></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> </tbody> </table>	<i>Date</i>	<i>Number</i>	<i>Variety</i>	<i>Description</i>	<i>When Originally Purchased</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
<i>Date</i>	<i>Number</i>	<i>Variety</i>	<i>Description</i>	<i>When Originally Purchased</i>												
_____	_____	_____	_____	_____												
_____	_____	_____	_____	_____												
<p>Business income not banked in business account during the year</p> <p>(eg banked into private bank account).</p> <p>Details of cash banked into private account, used for business expenses, or used for private purposes.</p> <p>_____</p>																
<p>Insurance</p> <p>When was your last revision of all asset cover?</p> <p>_____</p>																
<p>Wages</p> <p>To permanent employees, please advise:</p> <ul style="list-style-type: none"> • Do you provide any employee or shareholder/employee with a house? If so, does that employee pay PAYE on the rental value of the house? • Do you provide free board and food for a permanent employee? • Do you pay for electricity or telephone on behalf of any employee or shareholder employee? • Do you pay non-taxed allowances for horses, saddlery, or dogs? 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>															

<p>Personal Income Other income apart from your business income.</p> <p> <input type="checkbox"/> Notices for Dividend & Imputation Credits <input type="checkbox"/> Income in an Estate <input type="checkbox"/> Notices for Interest & Withholding Tax <input type="checkbox"/> Trust or Partnership Income <input type="checkbox"/> Directors Fees <input type="checkbox"/> Overseas Income </p> <p>Other Income Do you have investment in shares other than those listed on the NZ and Australian stock exchanges? If yes, then we require full details. (For individuals it applies only to your overseas investments over \$50,000).</p> <p>Short Term Accommodation Rental If you own a holiday home which is rented out and also used personally, please let us know.</p> <p>Prescribed Investor Rate If you have PIE income (e.g. Kiwisaver) please provide copies of the annual summary from the provider so we can check the correct amount of tax is being deducted.</p>																	
<p>Donations If you want us to claim these on your behalf, please put your receipts in a separate envelope. Donations have no rebate limit so please retain all receipts.</p>																	
<p>Working for Families Please provide details so we can ascertain any payment due to you from IRD.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><i>Childs Name</i></td> <td style="width: 33%;"><i>DOB</i></td> <td style="width: 33%;"><i>IRD Number</i></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	<i>Childs Name</i>	<i>DOB</i>	<i>IRD Number</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____					
<i>Childs Name</i>	<i>DOB</i>	<i>IRD Number</i>															
_____	_____	_____															
_____	_____	_____															
_____	_____	_____															
<p>Private Use Portion of expenses incurred to be allocated as private.</p> <table border="0" style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;"><i>Amount</i></td> <td style="width: 10%; text-align: center;"><i>or</i></td> <td style="width: 10%; text-align: center;"><i>Percentage</i></td> </tr> <tr> <td style="text-align: center;">Telephone and Tolls</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td style="text-align: center;">House Power</td> <td>_____</td> <td></td> <td>_____</td> </tr> <tr> <td style="text-align: center;">Goods for Own Use</td> <td>_____</td> <td></td> <td>_____</td> </tr> </table>		<i>Amount</i>	<i>or</i>	<i>Percentage</i>	Telephone and Tolls	_____		_____	House Power	_____		_____	Goods for Own Use	_____		_____	
	<i>Amount</i>	<i>or</i>	<i>Percentage</i>														
Telephone and Tolls	_____		_____														
House Power	_____		_____														
Goods for Own Use	_____		_____														
<p>Car Expenses Details of privately used vehicle.</p> <p><i>Make/Model</i> _____ <i>% of farm use</i> _____</p> <p>OR Supply log book. Make sure you identify your business and private vehicle expenses in the papers provided.</p>																	
<p>Rateable Value (RV) If you have received a new RV during the year please enclose a copy.</p>																	
<p>ACC Please provide invoices so we can check you are being correctly levied.</p>																	

<p>Income Protection Insurance If you have this please provide details of insurer, premium and cover.</p>													
<p>Accounting Software</p> <ul style="list-style-type: none"> • If you have a MYOB program please supply backup of your business accounts and let us know what version you use. • If you have BankLink please email your file to info@petersdoig.co.nz. • If you use Xero or MYOB Live Accounts, make sure we have access to your file. • If you have a different program please supply a print out of your detailed General Ledger, Trial Balance, Accounts Receivable and Payable and Trial Balance, Bank Reconciliation Report and Cashbook Report. <p><i>Please ensure that your computerised accounts reconcile with your bank statements.</i></p>													
<p>Supporting Documents Invoices from suppliers and copies of sale invoices are not needed in the first instance (EXCEPT Livestock sale and purchases) but you need to have them available in case we have a query regarding the content of any invoice, or if later required by the IRD.</p> <table border="0"> <tr> <td><input type="checkbox"/> Cheque Butts/Deposit Books</td> <td><input type="checkbox"/> Solicitors Invoices</td> </tr> <tr> <td><input type="checkbox"/> Cheque Butts/Deposit Books one month <u>after</u> balance date</td> <td><input type="checkbox"/> Property Purchase or Sale Documentation</td> </tr> <tr> <td><input type="checkbox"/> Cashbook</td> <td><input type="checkbox"/> Mortgage & Loan Account Statements</td> </tr> <tr> <td><input type="checkbox"/> Bank Statements</td> <td><input type="checkbox"/> Livestock Sale & Purchase Documents</td> </tr> <tr> <td><input type="checkbox"/> Interest & Dividend Statements</td> <td><input type="checkbox"/> GST Returns <u>and</u> Work Papers</td> </tr> <tr> <td><input type="checkbox"/> Stock Firm Statements</td> <td><input type="checkbox"/> Grape Sales Invoices/Prepayments</td> </tr> </table>	<input type="checkbox"/> Cheque Butts/Deposit Books	<input type="checkbox"/> Solicitors Invoices	<input type="checkbox"/> Cheque Butts/Deposit Books one month <u>after</u> balance date	<input type="checkbox"/> Property Purchase or Sale Documentation	<input type="checkbox"/> Cashbook	<input type="checkbox"/> Mortgage & Loan Account Statements	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Livestock Sale & Purchase Documents	<input type="checkbox"/> Interest & Dividend Statements	<input type="checkbox"/> GST Returns <u>and</u> Work Papers	<input type="checkbox"/> Stock Firm Statements	<input type="checkbox"/> Grape Sales Invoices/Prepayments	
<input type="checkbox"/> Cheque Butts/Deposit Books	<input type="checkbox"/> Solicitors Invoices												
<input type="checkbox"/> Cheque Butts/Deposit Books one month <u>after</u> balance date	<input type="checkbox"/> Property Purchase or Sale Documentation												
<input type="checkbox"/> Cashbook	<input type="checkbox"/> Mortgage & Loan Account Statements												
<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Livestock Sale & Purchase Documents												
<input type="checkbox"/> Interest & Dividend Statements	<input type="checkbox"/> GST Returns <u>and</u> Work Papers												
<input type="checkbox"/> Stock Firm Statements	<input type="checkbox"/> Grape Sales Invoices/Prepayments												
<p>Your Contact Details</p> <p>Telephone Number _____</p> <p>Mobile Number _____</p> <p>Email Address _____</p> <p>Change of Address _____</p> <p>(if <u>not</u> correct on first page) _____</p> <p>Would you like us to supply a copy to your bank? _____</p> <p>If so, please advise the name and email address of your bank manager _____</p> <p><i>Bank Account details for Tax Refunds</i></p> <p>Bank & Branch Name _____</p> <p>Account Number _____</p> <p>Final Date for filing your Income Tax Return is 31 March 2016</p>													

Schedule One

Total Number @ Balance Date

SHEEP				
Ewe hoggets				
Two tooth ewes				
Mixed age ewes (rising 3 year and 4 year)				
Rising 5 year and older ewes				
Mixed aged wethers				
Breeding rams				
Ram hoggets				
Wether hoggets				
TOTAL				
Sheep bred during the year (lambs tailed last spring)				
Deaths and losses				
Own use				
WOOL				
Total kg's of wool on hand at balance date				
Date the wool was actually sold				
Net proceeds received				
RED DEER				
Rising 1 year hinds				
Rising 2 year hinds				
Mixed age hinds				
Rising 1 year stags				
Rising 2 year and older stags				
Breeding stags				
TOTAL				
Fawns bred during the year				
Deaths and losses				
Own use				
BEEF BREEDS AND BEEF CROSSES				
Rising 1 year heifers				
Rising 2 year heifers				
Mixed age cows				
Breeding bulls				
Rising 1 year	Steers		Bulls	
Rising 2 year	Steers		Bulls	
Rising 3 year	Steers		Bulls	
Deaths and losses				
Own use				
Natural increase				
FRIESIAN AND JERSEY AND RELATED BREEDS				
Rising 1 year heifers				
Rising 2 year heifers				
Mixed age cows				
Breeding bulls				
Rising 1 year	Steers		Bulls	
Rising 2 year	Steers		Bulls	
Rising 3 year	Steers		Bulls	
Deaths and losses				
Own use				
Natural increase				
Peak milking cow numbers for last season				
Effective milking hectares for the last season				