

# PETERS DOIG LIMITED

**DIRECTORS:**

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## ANNUAL FARM ACCOUNTS INFORMATION SHEET – 2011

**Dear Client**

We ask that you 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 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 also authorise you to obtain information on my behalf from the Inland Revenue Department including via 'Online Services' 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.

Your Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*(All Partners/Shareholders to Sign Please)*

**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 schedule.*

1. **Livestock on Hand:** At balance date.

SHEEP -

CATTLE - Please indicate breed.

|                       |       |                         |       |
|-----------------------|-------|-------------------------|-------|
| Ewes Ris 5 & Older    | _____ | Mixed Age Cows          | _____ |
| Ewes Ris 3 & 4 Yrs    | _____ | Ris 2 Yr Heifers        | _____ |
| Ewes 2 Tooth          | _____ | Ris 1 Yr Heifers        | _____ |
| Ewe Hoggets           | _____ | Ris 3 Yr + Steers/Bulls | _____ |
| Ram & Wether Hoggets  | _____ | Ris 2 Yr Steers/Bulls   | _____ |
| Mixed Age Wethers     | _____ | Ris 1 Yr Steers/Bulls   | _____ |
| Breeding Rams         | _____ | Breeding Bulls          | _____ |
| Number of Live Births | _____ | Number of Live Births   | _____ |

**Other Livestock:**

DEER

GOATS

PIGS

Please list stock by type, class and breeding, eg G4 for Goats.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Wool on Hand:** GST Exclusive

No. of Bales \_\_\_\_\_ Est. Weight \_\_\_\_\_ kg Est. Value \_\_\_\_\_

3. **Produce on Hand:** Please list any grain, seeds, etc, unsold at balance date. GST Exclusive

Desc. \_\_\_\_\_ Est. Weight \_\_\_\_\_ kg Est. Value \_\_\_\_\_

4. **Livestock Killed/Missing:**

|        | <u>Personal Use</u> | <u>Dog Food</u> | <u>Deaths &amp; Missing</u> |
|--------|---------------------|-----------------|-----------------------------|
| Mutton | _____               | _____           | _____                       |
| Beef   | _____               | _____           | _____                       |
| Other  | _____               | _____           | _____                       |

5. **Viticulture/Horticulture:** Please give details of any trees/vines/supporting trellises/irrigation removed or sold.

| <u>Date</u> | <u>Number</u> | <u>Variety</u> | <u>Description</u> | <u>When originally Purchased</u> |
|-------------|---------------|----------------|--------------------|----------------------------------|
| _____       | _____         | _____          | _____              | _____                            |
| _____       | _____         | _____          | _____              | _____                            |

6. **Accounts Receivable:** Amounts owed to you at Balance Date.

Amount \$ \_\_\_\_\_ GST Incl/Excl

Please provide a detailed list on a separate sheet of each amount so that we can analyse the relevant sales.

7. **Accounts Payable:** Amounts owed by you at Balance Date.

Amount \$ \_\_\_\_\_ GST Incl/Excl

Please provide a detailed list on a separate sheet of each amount and expense type so that we can analyse the relevant expenses.

OR supply cheque butts for following month after balance date marked A/P.

8. **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.

**Purchases**

| <u>Asset/Description</u> | <u>Date Purchased</u> | <u>Trade-in</u> | <u>Amount</u> | <u>New/Used</u> |
|--------------------------|-----------------------|-----------------|---------------|-----------------|
| _____                    | _____                 | _____           | \$ _____      | N / U           |
| _____                    | _____                 | _____           | \$ _____      | N / U           |
| _____                    | _____                 | _____           | \$ _____      | N / U           |

**Sales**

| <u>Asset/Description</u> | <u>Date Sold</u> | <u>Amount</u> |
|--------------------------|------------------|---------------|
| _____                    | _____            | \$ _____      |
| _____                    | _____            | \$ _____      |
| _____                    | _____            | \$ _____      |

9. **If Capital Asset Constructed With Own Employees' Labour:**

Cost of Labour \$ \_\_\_\_\_

Cost of Materials \$ \_\_\_\_\_

10. **Major Repairs:**

Details \_\_\_\_\_

Date Work Done: \_\_\_\_\_

Major Suppliers: \_\_\_\_\_

11. **Farm and/or Vineyard Development Expenditure:**

Details of Farm and/or Vineyard Development work carried out during year, including clearing of land, access roads or tracks, sinking of wells, irrigation etc.

12. **Cash Retained:** If you did NOT bank any cash received, or cash cheques, please advise details.

13. **Farm Expenses:** Paid from private cheque account or out of pocket.

Vehicle Expenses and Petrol \$ \_\_\_\_\_

Wages to children \$ \_\_\_\_\_

Value of Rations supplied to Shearers and Others \$ \_\_\_\_\_

Stamps & Stationery \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Dog Food supplied from Kitchen Stores \$ \_\_\_\_\_

Entertainment or Accommodation for business purposes \$ \_\_\_\_\_

14. **Wages:** To permanent employees, please advise:

- 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? YES/NO
- Do you provide free board and food for a permanent employee? YES/NO
- Do you pay for electricity or telephone on behalf of any employee or shareholder employee? YES/NO
- Do you pay non-taxed allowances for horses, saddlery, or dogs? YES/NO

15. **Insurance:** When was your last revision of all asset cover?

\_\_\_\_\_

16. **Personal Income:** Other income apart from your business income.

- € Notices for Dividend & Imputation Credits
- € Notices for Interest & Withholding Tax
- € Directors Fees

- € Income in an Estate
- € Trust or Partnership Income
- € Overseas Income

**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)

**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.

17. **Rebates:** you want us to claim on your behalf, please put your receipts in a separate envelope, Child Care Fees up to \$940 and Donations have no rebate limit so please retain all donations receipts.

18. **Working for Families:** There are more changes to Working for Families for the 2011/12 year. Please provide details so we can ascertain any payment due to you from IRD

Child's Name ..... DOB ..... IRD # .....

Child's Name ..... DOB ..... IRD # .....

19. **Capital Commitments:** Advise estimated capital commitments due for payment during next 12 months.

20. **Private Use:** Portion of Expenses incurred to be allocated as private:

Telephone & Tolls                                    \$ \_\_\_\_\_                                    or                                    \_\_\_\_\_ %

House Power                                        \$ \_\_\_\_\_                                    or                                    \_\_\_\_\_ %

Goods for Own Use                                \$ \_\_\_\_\_                                    or                                    \_\_\_\_\_ %

21. **Car Expenses:** Details of privately used vehicle

Make/Model \_\_\_\_\_ % of Farm Use \_\_\_\_\_ OR Supply Log Book

Make sure you identify your business & private vehicle expenses in the papers supplied.

22. Please list the **Government Valuation** etc of your Property:

Date of Government Valuation                                    \_\_\_\_\_

Value of Improvements    \$ \_\_\_\_\_

Land Value    \$ \_\_\_\_\_

Capital Value    \$ \_\_\_\_\_

Area of Property    \_\_\_\_\_ Hectares.

23. **ACC:** Please provide invoices so we can check you are being correctly levied.

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24. **Income Protection Insurance:** If you have this please provide details of insurer, premium and cover.

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25. **Computer Program:**

- If you have a **MYOB** program please supply a 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](mailto:info@petersdoig.co.nz). To do this open BankLink go to send, check email address is as above, **untick** "Check out attached client files" then send
- 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 Trial Balance, Bank Reconciliation Report and Cashbook Report.
- Please ensure that your computerised accounts reconcile with your bank statements

**CHECK LIST:**

Please ensure you have enclosed/completed all items stated below:

(Note: Cheque butts and bank statements are not required if you are providing electronic Trial Balance or similar)

- |  |   |
|--|---|
| € Cheque Butts/Deposit Books                                     | € Property Purchase or Sale Documentation   |
| € Cheque Butts/Deposit Books one month <u>after</u> balance date | € Mortgage & Loan Account Statements  |
| € Cashbook OR  | € Livestock Sale & Purchase Documents   |
| € MYOB Backup OR   | € GST Returns <u>and</u> Workpapers.  |
| € Email BankLink OR  | € FBT Returns <u>and</u> Workpapers.  |
| € Computer Printouts re Question 25                              | € Completed this Information Sheet  |
| € Bank Statements  | € Signed the Terms of Engagement  |
| € Interest & Dividend Statements                                 | € Schedule of Accounts Payable & Receivable at 30 September 2010 (for GST Rate change adjustment) |
| € Stock Firm Statements  | € Xero or MYOB Live Accounts  |
| € Solicitor Invoices   |   |

**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.**

**Your Contact Details:**

Telephone No: .....

Fax No: .....

Cellphone No: .....

Email Address: .....

**Change of Address if not correct on first page:**

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