

Name.....

Balance Date.....

Financial Statements Questionnaire

FARMERS

Please complete this questionnaire, sign over the page and return with your records.

Information we need	Y\N\n/a	Comment
Accounting Records - Written cashbook – reconciled to bank statements (to be included) - Or Computerised accounting records <ul style="list-style-type: none"> Backup at year end/ or email file to us Password for back up files: _____ 		
Bank Statements – Proving closing balance of bank account/s		Please attach statements
Accounts Receivable (Debtors)		Please attach a schedule
Accounts Payable (Creditors)		Please attach a schedule
Loan Statements		
Wages paid to Employees – Wage Book and IR348’s		
Fringe Benefit Tax (FBT) Returns		
Interest, Dividend and Rebate Certificates – including confirmation of shares held.		
Overseas income including interest and dividend certificates, changes in overseas shareholding.		
Livestock on Hand – see attached Schedule 1		Please complete
Capital Expenditure – invoices for assets purchased/sold during the year.		Please enclose invoice/s
Transactions Not Through the Business Were all sales and purchases banked/withdrawn into/from your business trading bank account/s? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, list amounts and where they were lodged (eg personal account):		Please attach a schedule
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 purchases , leases or loans. Please include a copy of your latest Quotable 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: <ul style="list-style-type: none"> Insurance premiums Legal fees ACC payments and arrangements 		Please enclose invoice/s
Private Use and value of goods taken at cost.		
Motor Vehicles – Business percentage as per log book		
Effective Farming Hectares – number of hectares		
Any other information – please attach details you think may be relevant		

To: **Southey Sayer Limited** From: Name.....

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending **Balance date**..... 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. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however if anything should come to light of this nature during this process you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter I/We have signed.

I/We also accept that Southey Sayer Limited has the right to charge interest on overdue accounts at the rate of 1% per month, and that all accounts are due for payment 21 days following invoice date. The charging of such interest will be at the discretion of Southey Sayer Limited. I/We accept that any collection costs incurred by Southey Sayer Limited will be fully recoverable from me/us.

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 complete the above assignments.

If I/We have also instructed you to prepare our GST/PAYE/FBT Returns or prepare wages on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Please note: - Privacy and AML Due Diligence Requirement

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 complete the above assignments.

I/ We give permission to Southey Sayer to contact any or all the following organisations on my/our behalf:		Please add the name or organisation below:	
Bank(s) Please confirm bank:			
Inland Revenue – IRD Number «taxnumber»			
Accident Compensation Corporation			
Business and/or Farm Advisor			
Lawyer			
Other businesses – PGG Wrightson, Farmlands, Ravensdown, Balance and Farm Source			
Please confirm the details to the right are correct	work phone		
	Home phone		
	mobile		
	email		
Convenient time to call you is:			
Alternative phone numbers are:			
Would you like us to supply a copy to your bank? If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)		
Would you like a hard copy of the Accounts or a PDF?	Hard Copy <input type="checkbox"/> PDF <input type="checkbox"/> (Tick One)		

Signature _____ **Date** _____

Thank you for completing this questionnaire.
We must have client questionnaires signed before we can start your year end accounting work.

Name.....

Balance Date.....

Schedule 1

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.

Livestock – Cattle Tallies

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 and bulls	
Rising two year steers and bulls	
Rising three year steers and bulls	
Dairy Breeds	
Rising one year heifers	
Rising two year heifers	
Mixed age cows	
Breeding Bulls	
Rising one year steers and bulls	
Rising two year steers and bulls	
Rising three year steers and bulls	
TOTAL	
Deaths and Losses	
Natural Increase	
Number of Cows Mated	
Peak Milking Cow Numbers for the last season	
Effective Hectares	

Name.....

Balance Date.....

Schedule 1 (cont.)

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.

Livestock – Sheep Tallies

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	
Number of Ewes Mated	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	

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

Livestock – Deer Tallies

Description	Number of Deer as at Balance Date
Red Deer	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
TOTAL	
Fawns bred during the year	
Deaths and Losses	

Produce on hand

e.g. total kg's peas/ barley	
Estimate value per kg.	