

**ANNUAL QUESTIONNAIRE & \$%,
 (Farmer, Orchardist, Horticulturalist)**

Insert entity name: _____
 Postal Address: _____

Please Note:

We cannot prepare your Financial Statements unless this questionnaire is completed and signed.

Your Annual Balance Date is 31 May 2018. Detailed below is a list of documents and schedules, which we require to complete your Annual Financial Statements and Tax Returns. Please pay particular attention to whether items are GST inclusive or exclusive, and include full workpapers and schedules for stock on hand, work-in-progress, accounts receivable (debtors) and accounts payable (creditors).

If you have a query when completing this questionnaire please phone us for assistance.

Please select Yes if the item is applicable or N/A if it is not applicable.

	Yes	N/A
<p><u>Livestock Farmers</u></p> <p>Please class your livestock according to the attached livestock schedule, and enter the numbers on hand as at balance date, then complete the rest of this schedule.</p>		
<p>Please ensure that payment notices in relation to export and local sales are provided for the whole year, and then complete the rest of this form.</p>		
<p>1a. <u>Bank Statements</u></p> <p>If we prepare your GST returns we will only require the bank statement showing your 31 May 2018 account balance.</p> <p>If your bank accounts are linked to Banklink, MYOB or Xero we only require a bank statement showing the balance at 31 May 2018.</p> <p>By checking the sequence ensure all bank statements for all business accounts covering the financial year are available.</p>		
<p>1b. <u>Savings Bank Records</u></p> <p>If there are any business transactions made through these accounts during the year please enclose all savings accounts statements. Ensure these business transactions are described clearly.</p>		
<p>1c. <u>Payments/Cheque Butts (if used)</u></p> <p>If applicable, ensure all butts covering the financial year are available and show clearly the nature of the purchases and who was paid.</p>		

Please select Yes if the item is applicable or N/A if it is not applicable.

	Yes	N/A
<p>Fd. <u>Lodgement Butts – Deposit slips (if applicable)</u></p> <p>Ensure all butts covering the financial year are available and show clearly the nature of the deposit (e.g. “sales”, “transfer from savings account”, “tax refund” etc). This enables us to separate the taxable and non-taxable income.</p>		
<p>1e. <u>Automatic Payments</u></p> <p>Please ensure automatic payments clearly show the nature of the payment. A description on the bank statements or a schedule showing all payments for the year is necessary.</p>		
<p>2. <u>Accounts Receivable (Debtors) (GST Inclusive)</u></p> <p>Provide a schedule of debtors showing names, amounts owing to you at balance date and the age of each debt outstanding.</p>		
<p>3. <u>Farm/Orchardist Income</u></p> <p>Please ensure all invoices and statements relating to fruit proceeds, livestock sales, wool sales, dairy proceeds etc are included for the whole year.</p>		
<p>4. <u>Fixed Assets</u></p> <p>Prepare a schedule of assets purchased or sold during the financial year showing date purchased/sold, new or used and amount. Please ensure invoices are enclosed. Please review your previous year’s depreciation schedule when considering assets either sold or in a state that they can no longer be used.</p>		
<p>5a. <u>Accounts Payable (Creditors) (GST Inclusive)</u></p> <p>Prepare a schedule of accounts payable showing to whom you owe money, nature of purchase (e.g. electricity, materials, vehicle expenses etc) and amounts at balance date i.e. accounts not paid by balance date. Please include PAYE due for May 2018 (paid in June 2018) if applicable.</p>		
<p>5b. <u>Suppliers' Invoices</u></p> <p>Ensure all invoices for purchases and expenses covering the financial year are available. We refer to these when there is insufficient detail on your records.</p>		
<p>5c. <u>GST Returns</u></p> <p>Enclose your GST returns and working calculations so we can make necessary adjustments in your accounts for GST apportionments between business and private use (Not required if we prepare your GST returns)</p>		
<p>5d. <u>FBT Returns</u></p> <p>Enclose your Fringe Benefit Tax returns and work file. (Not required if we prepare your FBT returns)</p>		
<p>6. <u>Hire Purchase and Lease</u></p> <p>If an asset is purchased on hire purchase or leased we must have a copy of the tax invoice and the agreement from the finance company. This tells us the cost of the assets purchased and traded in, and enables us to apportion interest to the years over which repayments are made.</p>		

Please select Yes if the item is applicable or N/A if it is not applicable.

	Yes	N/A
<p>15. <u>RWT on Interest Paid</u></p> <p>If you paid more than \$5,000 of interest during the year to a recipient who does not hold an exemption certificate (excludes banks or major institutions) you should have deducted RWT (resident withholding tax) and paid this on to the IRD. If you have done so please supply copies of the IR 15P Forms and annual reconciliation.</p>		
<p>16. <u>Changes</u></p> <p>(i) If during the year you had any changes in the nature of your business or your income give brief details below:</p> <p>-----</p> <p>-----</p>		
<p>17. <u>Property Transactions</u></p> <p>Advise details of any business property you have purchased or sold. We need the relevant solicitors statements, sale & purchase agreement and valuation report if done.</p> <p>Did you sell any properties during the period 1 June 2017 to 31 May 2018? On sale did your lawyer complete an IR833 return? Please provide copies of any returns.</p> <p>Please contact us if you are proposing to subdivide or sell land, whether business or private, as there may be unexpected tax and GST implications.</p>		
<p>18. <u>Required Disclosure of Interest in a Foreign Superannuation Scheme or Life Insurance Policy</u></p> <p>i) If you held rights or an interest in any of the above foreign entities at any time during the</p> <ul style="list-style-type: none"> - name of foreign company or fund - country of residence - nature of interest held (eg superannuation, insurance) - date that interest was acquired - please advise us if you made a withdrawal during the year <p>ii) In addition, please disclose interests held by relatives and persons (including your companies, partnerships and trusts) associated to you so we can determine your deemed total interest in the foreign company or fund under the international tax rules.</p>		
<p><u>OTHER INCOME</u></p>		
<p>19. <u>Rebate and Dividend Notices</u></p> <p>Enclose all rebate and dividend notices from stock, dairy and fertiliser companies, as these may contain tax imputation credits.</p>		
<p>20. <u>Wages (Personal)</u></p> <p>Please note that we will have your summary of earnings from Inland Revenue relating to Wages, Superannuation, Accident Compensation, Family Support etc received during the year.</p>		
<p>21. <u>Interest (Business and Personal)</u></p> <p>Provide details of interest received on all investments and bank accounts.</p> <p>Please ensure that all interest certificates are enclosed</p>		

Please select Yes if the item is applicable or N/A if it is not applicable.	Yes	N/A												
<p>27. <u>In Work Tax Credit (only applies if you have dependent children)</u></p> <p>As an employee or in self-employment you can get an in work tax credit if you work for at least:</p> <ul style="list-style-type: none"> • 30 hours each week as a couple, or • 20 hours each week as a sole parent • Have dependent children in your care <p>Please advise the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center; width: 20%;">PRINCIPAL CARER</td> <td style="text-align: center; width: 20%;">SPOUSE</td> </tr> <tr> <td>No of hours worked per week</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> <tr> <td>No of weeks worked</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> <tr> <td>No of dependent children</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> </table>		PRINCIPAL CARER	SPOUSE	No of hours worked per week	-----	-----	No of weeks worked	-----	-----	No of dependent children	-----	-----		
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<p>28. <u>Emails</u></p> <p>For our records could you please confirm your email address and if you would like to receive our newsletter via email.</p> <p>Email address -----</p> <p>Newsletter Yes No</p>														
<p>29. <u>Financial Statements & Tax Reports</u></p> <p>Please tell us if you would like to receive a bound copy of your financial statements and tax returns or an electronic copy?</p> <p>Bound copy Electronic</p>														

Insert entity name: _____

Overseas Income Questionnaire

1. Did you have or do you have: Yes No

- an overseas current/cheque account
- an overseas call account/money market account
- an overseas fixed term deposit
- an overseas debit/credit card
- an overseas mortgage/loan
- overseas bonds/notes/other financial arrangements
- shares in a foreign company/units in a foreign unit trust
- a foreign portfolio with a portfolio manager or bank
- a foreign pension/provident/superannuation fund
- a foreign annuity
- a foreign life insurance/assurance policy
- ownership/interest in an overseas property
- holdings in gold (physical or units)

2. Did you receive or do you receive:

- overseas interest
- overseas dividends
- an overseas pension/annuity (including lumpsums)
- overseas business income/self employment income/consultancy or contract income
- overseas rental income
- a distribution from an overseas Trust or similar entity (whether capital or income)

3. Did you have or do you have an interest in any off-shore entity as a:

- Director, Member, Founder, Trustee, Protector, Appointer, Settlor or Beneficiary (vested or discretionary).
- This includes entities without separate legal personality such as Partnerships, Joint Ventures, Trust and Estates, and entities with separate legal personality, such as Foundations, Establishments (Anstalten), Incorporated Estates (Stiftungen), Corporations, Limited Partnerships and Companies

If you have ticked 'yes' to any of the above questions please provide the relevant information including balances and statements with your annual records.

TERMS OF ENGAGEMENT

I/we confirm that I/we have examined all the matters mentioned above and provided you with all the relevant details as requested. I/we hereby instruct you to prepare my/our financial statements and tax returns for which I/we acknowledge I/we will be charged on a time and cost basis, and that the terms of the engagement letter and terms of credit are confirmed as per the original Engagement letter I/we signed when we became a client.I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.50% per month,and that all accounts are due for payment by the 20th of the month following invoice date.The charging of such interest will be at your discretion.I/We accept that any collection costs you incur 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.You are to represent me/us as my/our tax agent.

I/we accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my/our 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/our 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. I/we agree to you attaching to my/our Financial Statements your Accountant's Statement explaining your responsibilities.

Signature:

Note: We are required to comply with the Financial Reporting Act 1993, and the recommendations and guidelines of the Chartered Accountants Australia & New Zealand which require that this questionnaire be completed by you, and returned to us to form part of our records.

Thanking you.

Yours faithfully,
J P GASCOIGNE
(Principal)