

Ensure this questionnaire is completed and included with your records

Balance Date ____ / ____ / 2020

Name
 (Please print)

Client Phone:	
Client Cellphone:	
Client Email:	
Do we have your current details?	

Has the nature of your business changed in any way during the past 12 months?
 If yes, please provide brief details:

Information Required	✓	Comment
1 Income Not Banked Through the Business Bank Account (must be completed)		
<ul style="list-style-type: none"> Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details of amounts not banked and when they were lodged. Any proceeds received in cash but not paid into your bank account or stock firm? 		_____ \$ _____ _____ \$ _____
2 Expenses Paid in Cash or from Personal Funds		
Please provide a list if applicable.	<input type="checkbox"/>	
3 Bank Statements, Cheque butts, Cash books, etc		
Where you supply a software package please provide: <ul style="list-style-type: none"> Backup disk as at the end of financial year or email files to us. (Not required if on Xero.) Final Bank Statement for year for all bank accounts, including loans, plus bank statements for one month after balance date. Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date. If you don't use a software package please provide all records. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4 Home Office		
Do you have a separate room at home which is used primarily as a business office?	<input type="checkbox"/>	
5 Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
6 Accounts Receivable (Debtors) Inclusive of GST		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____
7 Accounts Payable (Creditors) Inclusive of GST		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.	<input type="checkbox"/>	Total at Balance Date: \$ _____
8 Private Use		
Value of goods taken for private use at their cost price (exclusive of GST)	<input type="checkbox"/>	\$ _____
9 Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year, especially relating to land.	<input type="checkbox"/>	
10 Capital Expenditure		

Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties.

11 Motor Vehicles (Sole Traders and Partnerships only)

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description _____	Vehicle Description _____
Business _____ km	Business _____ km
Total _____ km	Total _____ km
Percentage Business _____%	Percentage Business _____%

- Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

12 Wool

Total kg's of wool on hand at Balance Date

Date the wool was actually sold

Net Proceeds received

**Schedule 3
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:		Bulls:	
Rising two year	Steers:		Bulls:	
Rising three year	Steers:		Bulls:	
Dairy				
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:	

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	

Livestock on Hand Numbers Reconciliation – Please complete

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)		

In case you are due a tax refund, please advise details of which bank account, you wish any refund to be direct credited.	Bank Account No. _____
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If you have Deer or Pigs, please contact our office and we will forward a Livestock Schedule for them.