

Ensure this questionnaire is completed and included with your records

Balance Date \_\_\_\_ / \_\_\_\_ / 2023

Name .....  
 (Please print)

Client Phone:	
Client Cellphone:	
Client Email:	
<b>Do we have your current details?</b>	

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

Information Required	✓	Comment
<b>1 Income Not Banked Through the Business Bank Account (must be completed)</b>		
<ul style="list-style-type: none"> <li>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If No, please provide details of amounts not banked and when they were lodged.</li> <li>Any proceeds received in cash but not paid into your bank account or stock firm?</li> </ul>		_____ \$ _____ _____ \$ _____
<b>2 Expenses Paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.	<input type="checkbox"/>	
<b>3 Bank Statements, Cash books, etc</b>		
Where you supply a <b>software package</b> please provide: <ul style="list-style-type: none"> <li>Backup disk as at the end of financial year or email files to us. (Not required if on Xero.)</li> <li>Final Bank Statement for year for all bank accounts, including loans, plus bank statements for one month after balance date.</li> <li>Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date.</li> <li>If you don't use a software package please provide all records.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>4 Home Office</b>		
Do you have a separate room at home which is used primarily as a business office? If so, please provide area of office and total area of home.	<input type="checkbox"/>	
<b>5 Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>6 Accounts Receivable (Debtors) Inclusive of GST</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> 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: \$ _____
<b>7 Accounts Payable (Creditors) Inclusive of GST</b>		
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: \$ _____
<b>8 Private Use</b>		
Value of goods taken for private use at their <b>cost</b> price ( <b>exclusive</b> of GST)	<input type="checkbox"/>	\$ _____
<b>9 Legal and Loan Documents</b>		
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]			
<b>Beef Breeds and Beef Crosses</b>				
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:	
<b>Dairy</b>				
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]
<b>Sheep</b>	
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	

<b>Livestock on Hand Numbers Reconciliation – Please complete</b>	
<b>Cattle</b>	
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)	
<b>Sheep</b>	
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.	<b>Bank Account No.</b> _____
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If you have Deer or Pigs, please contact our office and we will forward a Livestock Schedule for them.