

Ensure this questionnaire is completed and included with your records

Balance Date ____ / ____ / 2025

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)		
<p>• Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, please provide details of amounts not banked and when they were lodged.</p> <p>• Any proceeds received in cash but not paid into your bank account or stock firm? <input type="checkbox"/></p>		<p>_____ \$ _____</p> <p>_____ \$ _____</p>
2 Expenses Paid in Cash or from Personal Funds		
Please provide a list if applicable.	<input type="checkbox"/>	
3 Bank Statements, Cash books, etc		
<p>Where you supply a software package please provide:</p> <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.) <input type="checkbox"/> Final Bank Statement for year for all bank accounts, including loans, plus bank statements for one month after balance date. <input type="checkbox"/> Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date. <input type="checkbox"/> If you don't use a software package please provide all records. <input type="checkbox"/> 		
4 Home Office		
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"/>	
5 Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
6 Accounts Receivable (Debtors) Inclusive of GST		
<p>All accounts or amounts owing to you at balance date should be scheduled.</p> <p>Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	<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.		<input type="checkbox"/>	
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	_____ %
<ul style="list-style-type: none"> 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 & Dairy					
Mixed age cows					
Rising two year heifers					
Rising one year heifers					
Breeding Bulls					
Rising three year	Steers:		Bulls:		
Rising two year	Steers:		Bulls:		
Rising one year	Steers:		Bulls:		
Total Births					

Livestock – Sheep Tallies

Description				Number of Sheep as at [Balance Date]
Sheep				
Rising five year and older ewes				
Mixed age ewes (Rising 3 year and 4 year)				
Two tooth ewes				
Ewe hoggets				
Breeding rams				
Mixed age wethers				
Ram hoggets				
Wether hoggets				
Total Births				

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.

If you have Deer or Pigs, please contact our office and we will forward a Livestock Schedule for them.